



City of Somerville

City of Somerville FY24 Budget



Final Version - 11/01/2023



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INTRODUCTION



FY24 Budget Information & Index

Budget Information

Welcome to the FY24 Digital Budget Book for the Fiscal Year 2024, (FY24) July 1st, 2023 - June 30th, 2024.

Mayor Ballantyne submitted a Proposed FY24 Budget to the City Council on June 1st and her presentation of the FY24 Budget can be found at <https://www.somervillema.gov/budget>. While there, check out the budget hearings schedule containing a detailed listing of the complete budget process, including the public hearing, several nights of department hearings to discuss individual budgets, cut night, and the final vote, the last two of which are attended by the full Council.

To navigate this budget document, please use the ribbon at the top of the page. The sections of the budget document are:

1. Introduction: Mayor's message, a budget-in-brief, as well as other information about the City, its government, and the various strategic plans that guide decision-making.
2. Budget Overview: Summary information for the budget including details about how the budget is developed, as well as detailed tables of revenues and expenditures.
3. ARPA: Information about the City's use of American Rescue Plan Act funds.
4. Departmental Budgets: Department-by-department budget breakdowns, including mission statement, organizational chart, goals for FY24 and reports on FY23 progress, a detailed budget breakdown, and positions listing.
5. Appendices: Supplemental information relevant to the budget.

City of Somerville

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Jesse Clingan, Ward 4 (*Finance Committee Member*)

Beatriz Gomez-Mouakad, Ward 5

Lance Davis, Ward 6





Mayor's Message

Katjana Ballantyne, Mayor of Somerville

To the Honorable City Council and Somerville Residents and Business Owners:

I am pleased to share with you our Fiscal Year 2024 budget. Last year, in my Administration's first budget, we established a foundation for progress. This year, with our foundation set and our shared goals clarified, our proposed FY24 budget focuses new investments in our people, places, and planet to create a thriving, more equitable Somerville for generations to come. This budget also invests in the people and resources we need to get this job done. To accelerate our progress and better meet the needs of our community, we are focused on scaling our organization. The budget makes strategic investments in staffing capacity to ensure we can provide efficient, high-quality services and work toward long-range goals each and every day.

Our proposed investments are guided by priorities identified by the community, the City Council, and our shared values as well as data on needs. Through Somerville's first-ever participatory budgeting process, for example, we received an astounding 963 idea submissions, which provided valuable insight into community priorities. From the Mayor's Office to every division and team, we are also listening year-round to community input. For the second year in a row, we also invited the City Council to share their priorities in the form of budget resolutions.

And new this year, to develop this budget, my Administration evaluated program improvement requests based on four criteria: equity, sustainability, responsive government, and aligned with recommendations from the City's Work Better Task Force. This systematic review helped to ensure this budget is guided by our shared values and that those values are incorporated across departments. I am proud that our FY24 budget, which includes investments in many of the priorities identified by the Council and the community, is the product of collaboration and broad, inclusive engagement.

A detailed breakdown of the FY24 budget is provided throughout the budget book that follows, but our major investments are focused in several priority areas:

First, this budget makes significant investments in our most important community asset: our people. That starts with our youth. Building on last year's historic 10% increase in the Somerville Public Schools budget, we have proposed a 7.8% increase this year, including \$500,000 for out-of-school time programming by both the Schools and City youth-serving staff. Among a number of exciting initiatives, we're also building on the success of our two teen centers, with new full-time staff positions proposed to expand programming and operations. When we prioritize the education, health, and well-being of our youngest residents, we support families across the city and build a brighter future for us all.

My Administration remains committed to advancing progress for *all*, not some. Investments in senior services, ADA compliance, and free T-passes for low-income residents are just some of the ways that we are seeking to serve and create opportunities for all our residents. Progress for *all* also means City services need to be easily accessible for all residents, no matter their circumstances. To advance this goal, this year, we're making key investments that will bring essential services out of City Hall and into the community. By meeting people where they are, speaking their language, and building trust, we can reduce disparities and connect underserved communities with critical resources. To that end, this budget proposes permanently funding a walking Equity Support Team within the SomerViva Office of Immigrant Affairs to connect multilingual residents across Somerville to information and services. We will also establish a new Division of Community Health including new mobile Community Health Workers who will work in our neighborhoods to support our most vulnerable residents and improve health outcomes.

This budget also makes significant investments in programs and services focused on affordability. We are proud of our growth, but as we grow, Somerville must remain a diverse, vibrant city where residents, businesses, and artists can thrive. We must fight the displacement of residents and creatives. With that in mind, this budget delivers key investments in housing stability and food access, as well as new staff to connect creators with arts space and manage and establish cultural venues.

Another major focus area for the year ahead is our infrastructure, from our municipal buildings and schools to our roads and underground systems. It is well known that across this country, infrastructure has long been underfunded, and, for decades, Somerville has been no different. My Administration is determined to right this ship, and progress will take time, strategic planning, investment – and commitment. This budget anchors that commitment by addressing legacy challenges and preparing for the future by delivering healthy, sustainable facilities, and building out systems for proactive maintenance. Investments in key staff and repair and maintenance funds will help scale our organization to become better stewards of our public goods. For one, we have allocated funds to pave the eastern portion of Highland Avenue, one of our city's most traveled central roadways that has long been in disrepair.

We cannot only look back at legacy infrastructure needs; we must also look forward to new challenges. We are advancing our climate action efforts in this budget to reach our net-zero carbon-negative targets. As mentioned earlier, we have worked to incorporate sustainability initiatives across all City services, rather than concentrating efforts in one department. Among notable new investments, we've proposed additional staff in the Office of Sustainability and Environment, as well as funding to subsidize MBTA pass programs. With the Green Line Extension up and running, the passes will support more sustainable, equitable transit access.

To deliver on our ambitious goals and provide excellent core services, we must build staff capacity. To do that, we've proposed a number of strategic management positions across the organization. These new deputies and managers will ensure projects advance and services are delivered efficiently and effectively, in turn freeing up senior staff to focus on policy development and planning to best serve our community, seize opportunities, and navigate challenges we face. We've also proposed a major suite of IT (information technology) improvements as well as new staff to implement our language justice plan.

Finally, we are able to support our continued growth thanks to strong and strategic fiscal management, and I'm so proud to share that for the first time, the City of Somerville has been awarded the highest long-term debt rating of 'AAA' from S&P Global Ratings. This directly benefits residents because it lowers the cost of borrowing to fund critical City projects such as school or road reconstruction or sustainability measures. The 'AAA' rating is a culmination of more than 20 years of consistent hard work, careful planning, and innovative thinking. Somerville is now part of an elite group of organizations that can secure financing at the most favorable interest rates available, saving taxpayers hundreds of thousands of dollars.

The upgraded rating also reinforces Somerville's attractiveness to potential investors, who bring jobs and new City revenue, which helps fund our community's shared priorities, values, and goals such as those included in this FY24 budget.

I look forward to carrying forward this tradition of smart, equitable growth on behalf of our incredible community. I appreciate the City Council's engagement in the development of this FY24 budget proposal and submit it with respect for the careful consideration and review I know it will receive.

Sincerely,



Mayor Katjana Ballantyne

Introduction

The City of Somerville's budget document serves as a financial roadmap for operations and services for the coming fiscal year. This budget in brief provides an overview of the key components and priorities for the upcoming fiscal year, beginning July 1, 2023.

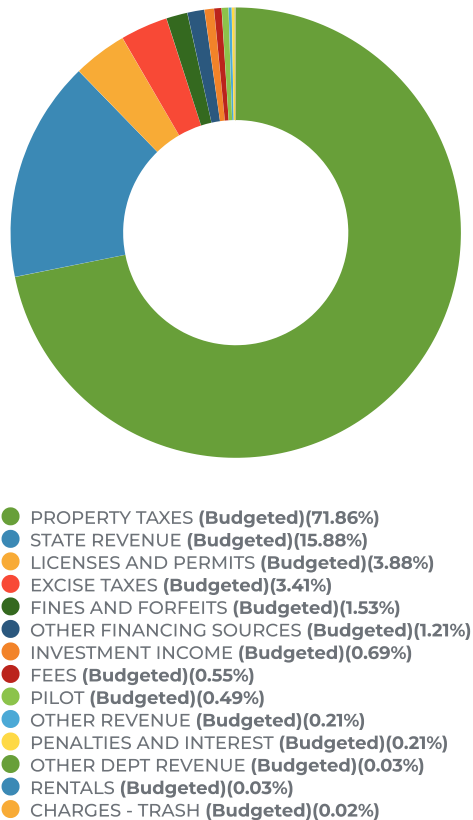
The City's Budget Team presented a Budget 101 Workshop in March 2023, which can be [viewed at this link](#). Topics covered include:

- Starting from scratch with municipal budgeting,
- An overview of Somerville's budget, including historical context,
- How the budget comes together,
- and how to learn more and stay involved.



Revenue Sources in Brief

FY24 Revenue Breakdown



The City's revenue falls primarily into three categories:

1. **Real & Personal Property Tax:** Property taxes are a significant revenue source for Massachusetts municipalities. Over the past five years, property tax revenue in Somerville has grown at a significant pace. Factors contributing to this trend include new construction and the strong performance of economically-sensitive excise taxes such as meals, motor vehicles, and hotels.
2. **State Aid:** State aid plays a crucial role in supporting municipal budgets in Massachusetts. The amount of state aid can vary yearly based on the state's financial situation and policy decisions. Historically, state aid has experienced fluctuations influenced by changes in the state's budget priorities, economic conditions, and revenue projections.
3. **Local Receipts:** Local receipts encompass various revenue sources such as licenses, permits, fees, fines, and local taxes. Economic conditions and local policy decisions can influence the performance of local receipts.

Expenditures in Brief

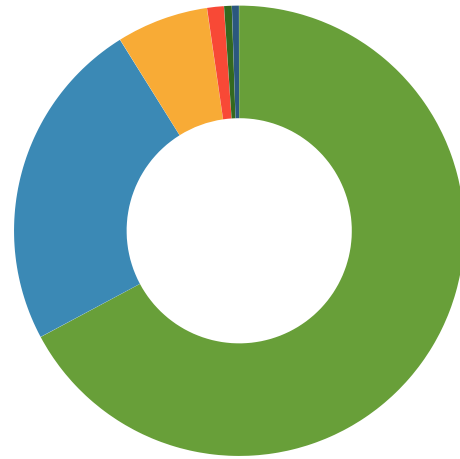
The City's expenditures are broken down into four primary types, referred to as Prime Accounts:

1. **Personal Services:** Expenditures related to the City's full-time and part-time employees, including wages, overtime, and fringe benefits.
2. **Ordinary Maintenance:** The purchase of supplies and services to support municipal operations, including

tools, building repairs and maintenance, and technical consultants etc.

3. Capital Outlay: Expenditures related to fixed assets such as buildings or vehicles.
4. Special Items: Items segregated from departmental budgets to create individualized cost centers.
5. Debt Service: Funding reserved to pay principal and interest on long and short-term debt.

Expenditure Breakdown



- PERSONAL SERVICES (Budgeted)(67.19%)
- ORDINARY MAINTENANCE (Budgeted)(23.95%)
- OTHER EXPENSE (Budgeted)(6.58%)
- CAPITAL OUTLAY (Budgeted)(1.22%)
- OVERLAY RESERVE (Budgeted)(0.55%)
- SPECIAL ITEMS (Budgeted)(0.52%)

Budget Overview & Major Initiatives

The FY24 budget is proposed at \$337,331,595 and includes the following new investments for FY24. Additional information can be found on department pages.

Executive Administration

- A new **Deputy Chief Administration Officer** to support the work of the CAO.
- Growth in the Arts Council staff in the form of an **Arts Space Coordinator**.
- A **Sustainability and Resiliency Coordinator** in the Office of Sustainability and funding for **electrification** and **geothermal** studies.
- An **ADA Field Associate**.

General Government

- In the City Council, funding for part-time **support staff**.
- A new **Licensing Operations Manager** in City Clerks.
- An **Employee Engagement & Retention Specialist** in Human Resources.
- A new **MBTA Pass benefit for all City and School employees** and increasing public school student passed from 10-months to full year.
- Updates in **Information Technology positions** to better support core services.
- A new **Environmental Health Manager** and **Plumbing Inspector** in Inspectional Services and additional funding to support phase 2 of the SMART box rollout.

Communications & Community Engagement

- Capacity-building positions include an **Emergency Communications Public Information Officer**, a **Communications Coordinator**, and a **Deputy Director of Constituent Services**.
- Force multipliers in SomerViva include a **Language Justice Coordinator** and the transition of the **Equity Support Staff** from ARPA to the General Fund. **Constituent Services Staff** on ARPA have also been made permanent in this budget.
- Increased funding for **Language Access Services** and **Immigrant Legal Defense**.

Finance

- Increased capacity in Auditing through an additional **Accounts Payable Clerk** and a second **Budget Analyst** to focus on Capital Planning.
- A **Deputy Assessor** to support training, redundancy, and a modern, efficient Assessing Department.

Strategic Planning & Community Development

- **Deputy Director of Housing** and **Housing Counsel** are now separated into standalone positions.
- Capacity building in Housing Stability in the form of a **Program Development and Communications Coordinator** and a **Senior Case Manager**.
- Significant investments in PSUF include funding for a **Miyawaki forest** behind Somerville High School, an updated **citywide tree inventory**, and the **integration of two software services** in QAlert and TreeKeeper.

Health & Human Services

- Three new **Community Health Workers**.
- Two positions in the Council on Aging have been moved off state grants onto the General Fund, freeing up funding for **additional programming**.
- A new **Wraparound Services Manager** in SomerPromise.

Public Safety

- The Addition of two civilian **Jail Diversion Social Workers** in the City COHR program.
- The transition of the **Director of Emergency Management off of ARPA** and onto the General Fund as well as the addition of a **Deputy Director**.
- A **Program Manager** position in Parking to take ownership of the City's curb management program.

Public Works

- Four new Public Works positions include a **Building Systems Manager, Procurement Analyst, Deputy Director of Finance & Administration, and Sanitation & Hazardous Materials Program Manager**.

Infrastructure & Asset Management

- In IAM, a **GIS Manager** will double the capacity of the City's in-house GIS team.
- Support for the **Asset Management Program** will enable IAM staff to support asset management, manage work orders, and interface with customers.



- Funding for various school and city building projects is included in the **Capital Projects & Project Management** budget.
- A **Senior Traffic Engineer** will increase capacity in Engineering, and **funding for increased roadway striping and traffic safety measures** will continue Vision Zero work.

Culture & Recreation

- The FY24 Parks & Recreation budget includes multiple new positions to support the various **teen spaces throughout the City**. This nearly \$400,000 investment will keep these popular locations running throughout the year.
- The Libraries budget includes a new position of **Library Social Worker** who will engage with Library patrons and serve as a first point-of-contact for patrons in need of services.

Mayor's Priorities

The Administration systematically reviewed and made investments based on four criteria. More detail on the budgeting process is outlined in Appendix E: Budget Calendar; this step comes after departments have already determined costs to provide the same amount of services to residents (a Level-Service budget). With high inflation and new contracts established, decisions on where to fund additional programs and positions can be made. The four criteria used to guide new investments, in no particular order, along with select projects chosen that advanced those criteria are:

- Sustainability
 - Investments that further the goals of Somerville Climate Forward, such as \$140,000 in the department of Public Space & Urban Forestry for updating our city's tree inventory and the creation of a Miyawaki forest, the creation of an Environmental Health Manager in the Inspectional Services department, and a significant investment to fund MBTA passes all City and school employees.
- Equity
 - The Administration is committed to reducing inequities and supporting Somerville's most vulnerable populations. To that extent, funding is included in Parks & Recreation for the continuation of Teen Spaces, a 7.8% increase in the School's Budget, including a focus on Out of School Time, and additional positions within the Council on Aging. An ADA (Americans with Disabilities Act) Field Associate position can be found in Engineering, and additional funding is provided for ASL (American Sign Language), CART (live captions), and Braille translations. A Language Justice Coordinator in the Office of Immigrant Affairs will also help further accessibility. In Health and Human Services, three Community Health Workers will be tasked with outreach on the streets, as well as a pilot of free Personal Sanitary Product Vending Machines. A Food Access Coordinator will also support and connect residents who are food insecure, along with two additional Jail Diversion Clinicians in the civilian-staffed Community Outreach, Help, and Recovery (COHR) division of the Police Department.
- Responsive Government
 - Somerville aims to serve all residents with high-quality services in a timely fashion. To this end, investments that either directly increase constituent-facing roles or free up the capacity of existing managers to focus on strategy include, first and foremost, the creation of an Equity Support Team in Somerville's Office of Immigrant Affairs (SOIA) tasked with proactively connecting our multilingual residents in their native language to services throughout the city. Indirectly, a Deputy Director in Constituent Services, various support staff in Finance roles, Communications, IT, and a Recreation Program Manager will allow all support a growing organization responding with solutions to the rapidly-evolving municipal landscape. Regarding infrastructure, a Senior Traffic Engineer and funding for a Traffic Signal Redesign can be found in Engineering, as well as funding for a travel lane repaving of Highland Ave.
- Recommendations from the Work Better Task Force
 - The Work Better Task Force surveyed city staff, conducted focus groups, and made recommendations to improve working conditions, reduce turnover, and build upon the skills of a dedicated public workforce. Investments in line with the recommendations include the previously mentioned MBTA passes funded out of the Mobility department, an equitable incentive structure funding for Non-Union employees speaking another language to match the same incentives as Union employees found in Human Resources, along with an Employee Engagement Specialist who will continue the work of coordinating standard onboarding practices and continued training and cross-departmental relationships.

Many more exciting investments touch upon one or more of the core values of this Administration and can all be found within individual department pages.

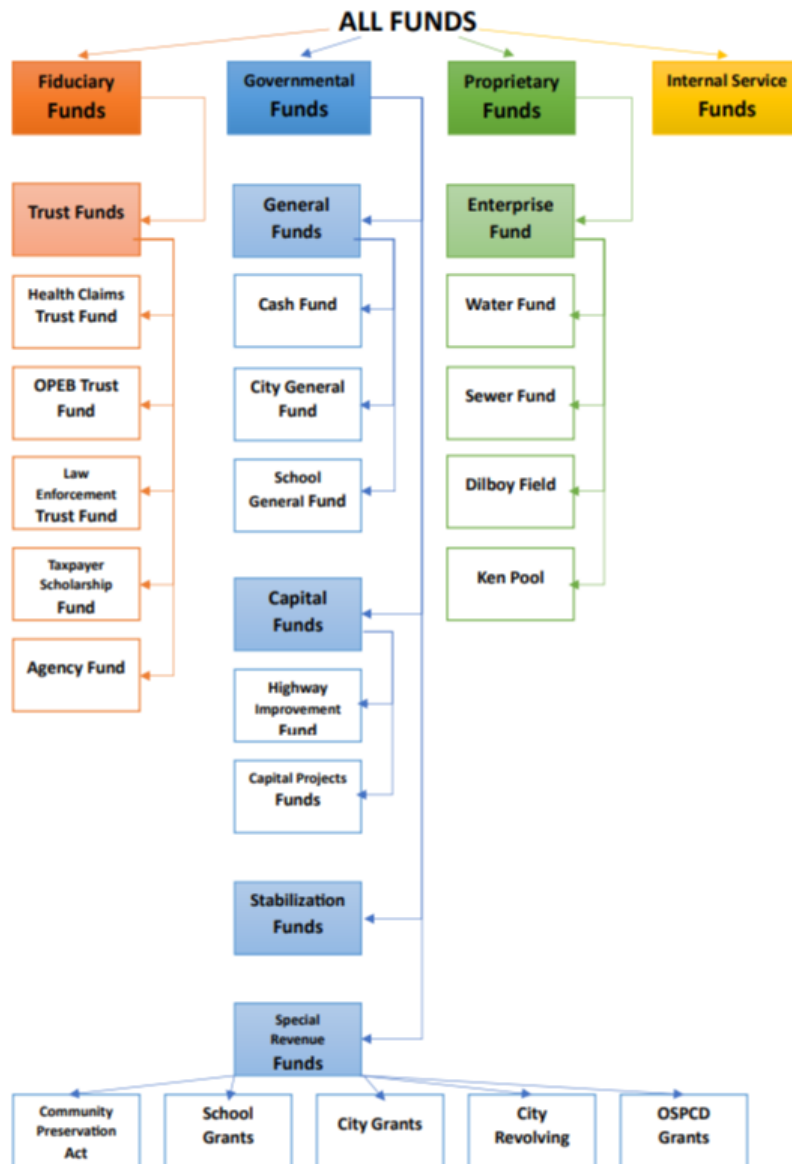
Council Priorities

For both budgets under the current Administration, City Councilors have been invited to share priorities important to them, with no limit on individual priorities, and five agreed-upon priorities determined during a Special Finance Committee of the Whole held in late March. While a difficult task to create consensus on only five priorities, the Council continues to refine this process and resulted in the five key areas below:

- Out-of-School-Time
 - Following last year's historic 10% increase to the School Budget, this year includes a 7.8% increase, including \$500,000 specifically allocated for Out-of-School-Time. The success of teen spaces hosted by the Parks & Recreation department has also been made permanent with the funding of the Teen Spaces Coordinator. Additionally, a Wraparound Services Manager in SomerPromise will manage and expand the work done by the SomerBaby Home Visitors and the caseload taken on by the Youth and Family Resource Navigator.
- Youth Outreach
 - Within Somerville's Office of Immigrant Affairs (SOIA), an Equity Outreach Team has been permanently funded to reach our multilingual residents in their native language to answer questions and connect them to essential services. Additionally, a newly added Deputy Director for Constituent Services (311) will support the Director in operations, as well as strategize and develop a plan for potential further cross-department mobile outreach.
- Housing
 - This budget doubles funding to split a position formerly performing as Housing Counsel and the Deputy Director of the Housing division. In the division of Housing Stability, an additional Case Manager will share the caseload and reduce response times. At the same time, a Program Development, Policy, and Outreach Coordinator can enhance programming as a whole.
- Rodent Control
 - An Environmental Health Manager, in addition to the existing Environmental Health Coordinator in Inspectional Services will continue rodent mitigation with an increased budget for SMART boxes placed throughout the city using data-driven methodology.
- Alternative Response
 - Two additional Jail Diversion Clinicians in the civilian-staffed Community Outreach, Help, and Recovery division of the Somerville Police Department will help with referrals and individual case workers. A grant-funded Social Worker is also planned to be staffed out of the three public libraries on a rotating basis, with supervision from staff in Health & Human Services (HHS). Community Health Workers in HHS will also be out in the community to engage residents and reach people where they're at.

Funding amounting to \$60,000 is also included within the Salary and Wages Temporary line for the City Council's shared use at their discretion.

City Funds Structure



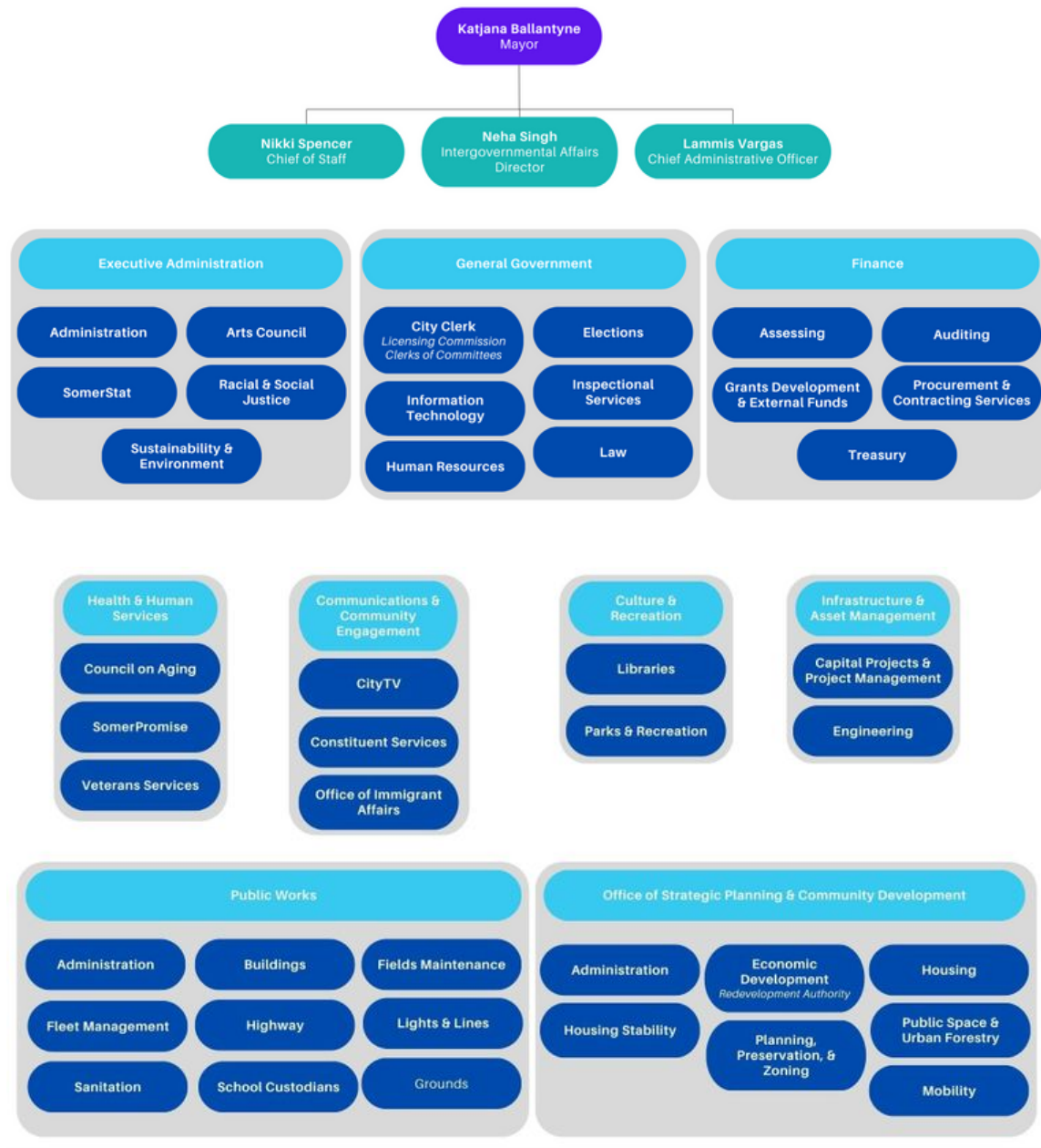
Fund/Department Relationships

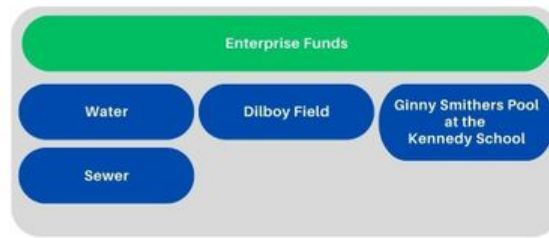
Department/Division	General Fund	Enterprise Funds	Capital Project Funds	Special Revenue Funds
Arts Council	X			X
Assessing	X			
Auditing	X			
Buildings and Grounds	X			
Capital Projects	X		X	X
City Clerk	X			
City Council	X			
CityTV	X			X
Clerk of Committees	X			
Communications	X			
Constituent Services	X			
Council on Aging	X			X
Department of Public Works (DPW)	X		X	X
Dilboy Field		X		
Economic Development	X			
Elections	X			
Electrical	X			
Emergency Management	X			
Engineering	X		X	
Executive Administration	X			
Fields Maintenance	X			
Fire	X		X	
Fleet Maintenance	X			
Grants Development	X			
Grounds	X			
Health and Human Services	X			X
Highway	X			X
Housing	X			
Housing Stability (OHS)	X			
Human Resources	X			
Information Technology (IT)	X		X	
Infrastructure and Asset Management (IAM)	X		X	
Inspectional Services (ISD)	X			
Kennedy Pool		X		
Law	X			
Libraries	X			
Mayor's Office	X			
Mobility	X			
Office of Immigrant Affairs (SOIA)	X			
Office of Strategic Planning and Community Development (OSPCD)	X		X	X
Parks and Recreation	X			X
Planning and Zoning	X			
Police	X			X
Procurement and Contracting Services (PCS)	X			
Public Space and Urban Forestry (PSUF)	X			
Racial and Social Justice (RSJ)	X			
Redevelopment Authority	X			
School Custodians	X			
Sewer		X		
Snow Removal	X			
Solid Waste	X			
SomerStat	X			
Sustainability and Environment (OSE)	X			
Traffic and Parking	X			X
Treasury	X			
Veterans' Services	X			
Water		X		

Changes from Proposed to Adopted Budget

Corrections/Adjustments + Cuts			Reinvestment of corrections and cuts		
Department	Description	Amount	Department	Description	Amount
Immigrant Affairs (SOIA)	Part-time position was budgeted as Full-time	\$ (44,282)	OSPCD - Housing Stability (OHS)	Added Professional&Technical resources	\$ 35,127
Traffic and Parking	Bid came in lower than budgeted for	\$ (100,000)	OSPCD - Planning and Zoning	Added a Planner position	\$ 60,888
DPW - School Custodians	3 misallocated positions were corrected	\$ (189,900)	Finance - Treasury	Vendor Electronic Fund Transfer verification project	\$ 100,000
Constituent Services	Sr. Customer Service Rep. was missing	\$ 54,122	N/A	Salary Contingency	\$ 89,624
IAM - Capital Projects	WNCIS Project Manager was added	\$ 91,008			
Inspectional Services (ISD)	2 missing positions were added	\$ 165,000			
Elections	No preliminary election ended up occurring	\$ (74,521)			
Finance - Procurement (PCS)	Salary pro-ration was corrected	\$ 6,659			
Finance - Procurement (PCS)	An OM line was corrected	\$ (15,000)			
Libraries	Multiple salary steps were corrected	\$ 23,122			
OSPCD - Housing Stability (OHS)	Salary pro-ration was corrected	\$ (120,621)			
OSPCD - Economic Development	Salary pro-ration was corrected	\$ 8,124			
Human Resources	A salary step was corrected	\$ (7,680)			
Cuts	Executive Administration	Deputy CAO position was cut			
		\$ (81,670)			
		\$ (285,639)			\$ 285,639
		UNDER			ADDED
		Budget			BACK TO
					Budget



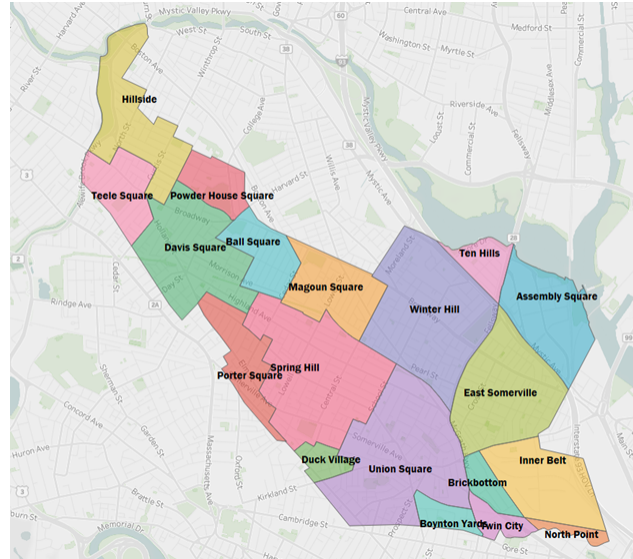




Introducing Somerville

Somerville is a city located in Middlesex County, Massachusetts, just two miles north of Boston. The City shares its eastern border with Charlestown and Everett, southern and western border with Cambridge, northwestern border with Arlington, and northern border with Medford. The MBTA Red Line connects Davis Square to Cambridge and Boston, while the Orange Line connects Assembly Row to Medford, Malden, and Boston. The long-awaited Green Line Extension was completed in 2021, causing the number of Somerville residents residing within a half mile of public transit to jump from 15% to 85%.

Somerville's large number of squares help mark neighborhood boundaries, while also featuring bustling businesses and entertainment centers. Among the most active squares today are Davis Square, Union Square, Ball Square, Teele Square, and Magoun Square. Each offers a great mix of restaurants, bars, shops, and small businesses to fit every taste and occasion.



Population & Density

Occupying slightly more than four square miles and with a population of just under 80,000, Somerville is the most densely populated community in New England and the 19th most densely populated city in the United States. With thriving immigrant communities from all over the world residing across the city, Somerville hosts a diverse community with individuals from all walks of life.

Population: **79,762** (2022)

Land Area: **4.12** square miles

Density: **19,360** people per square mile

Data Source: American Community Survey 2022 5-year estimates

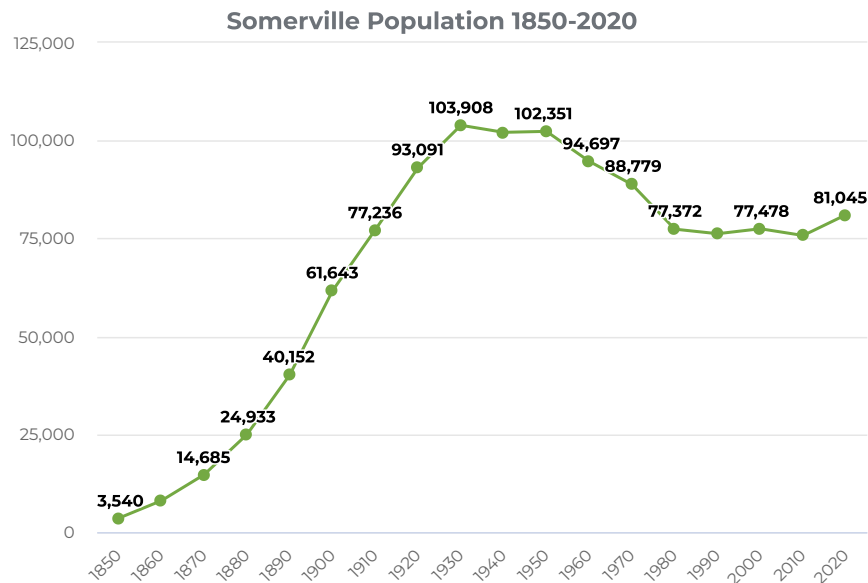
History

Somerville has a rich and lengthy history dating back to the early 1600s when it was first settled by native Massachuset people. They were initially drawn by the abundance of alewife, a fish still found in the Mystic River today. English Puritans first surveyed and colonized the area in 1629, and it was originally chartered as a part of Charlestown. After settlement, it played a significant role in events leading up to and during the American Revolution, as its proximity to and advantageous view of the City of Boston and Boston Harbor proved to be a great strategic asset. In 1842, when it successfully separated from urbanizing Charlestown, Somerville was still largely rural with roughly 1,000 residents. Somerville was officially incorporated as a city in 1872, by which time its population had grown significantly to about 15,000. Furthermore, its economy was industrializing with several manufacturing businesses starting in the area; brickmaking and dairy farming became staple industries of the City by the 1870s, followed by meatpacking in the last two decades of the 1800s. By the early 1900s, Somerville had evolved into a densely settled urban area with the population growing very rapidly each year, more than quadrupling in a 30-year span from about 15,000 in 1872 to 62,000 in 1902.

Somerville's population reached a historic peak in 1930 with just short of 104,000 people, and then decreased consistently for the next 60 years. The most significant population decline occurred in the 30 years between 1950 and 1980, when the city lost an estimated 25,000 residents, largely from the neighborhoods of East Somerville, Spring Hill, and Union Square. While this is partially due to the removal of streetcars in the city and the overall economic conditions of the urban Boston area, the population shift is consistent with national trends toward suburbanization and smaller family size during these decades. The 60 years of consistent population decline ended in 1990, when the U.S. Census recorded Somerville's population at 76,210 individuals.

By 2000, the number of residents in Somerville had rebounded to 77,478, a 1.7% increase over the previous decade. This influx of new residents was attributable to many factors, including increased immigration and the availability of affordable housing options in Somerville. Since 2000, there have been alternating periods of decline and growth, as the population fell to 75,754 in 2010 but jumped back up to 81,045 in 2020. However, in this time there has also been an attendant shift in demographics and growth patterns, giving rise to a modern mix of families, youth, retirees, and students, and producing one of the most diverse cities in the Commonwealth.

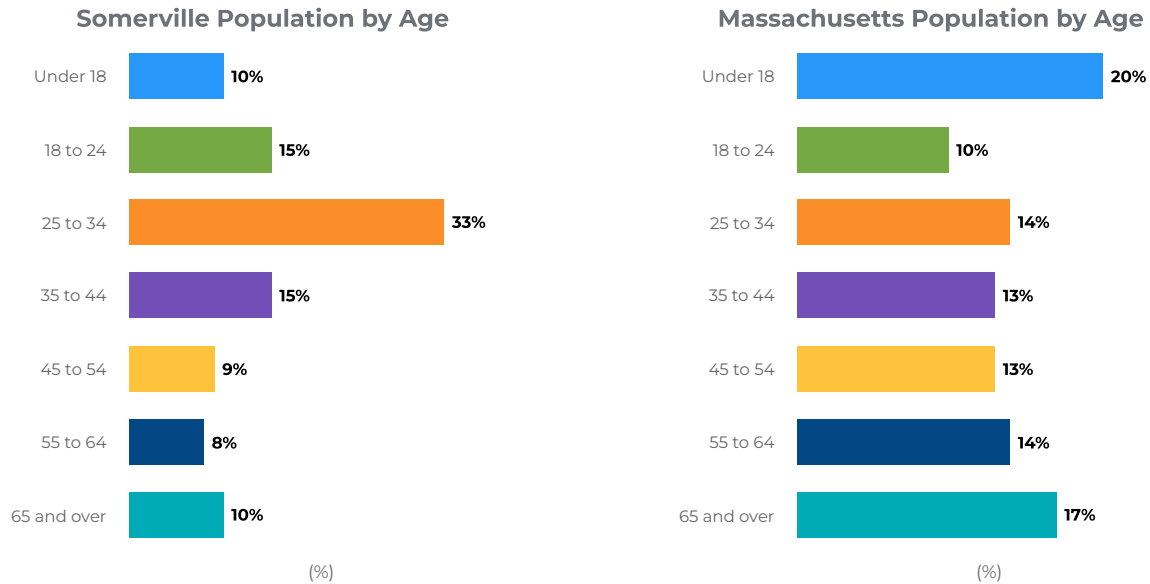
Data Source: U.S. Census Bureau, American Community Survey 2022 5-year estimates



Age

Somerville has a younger population than the state as a whole. The median age is 32.1, younger than the Massachusetts median of 39.8.

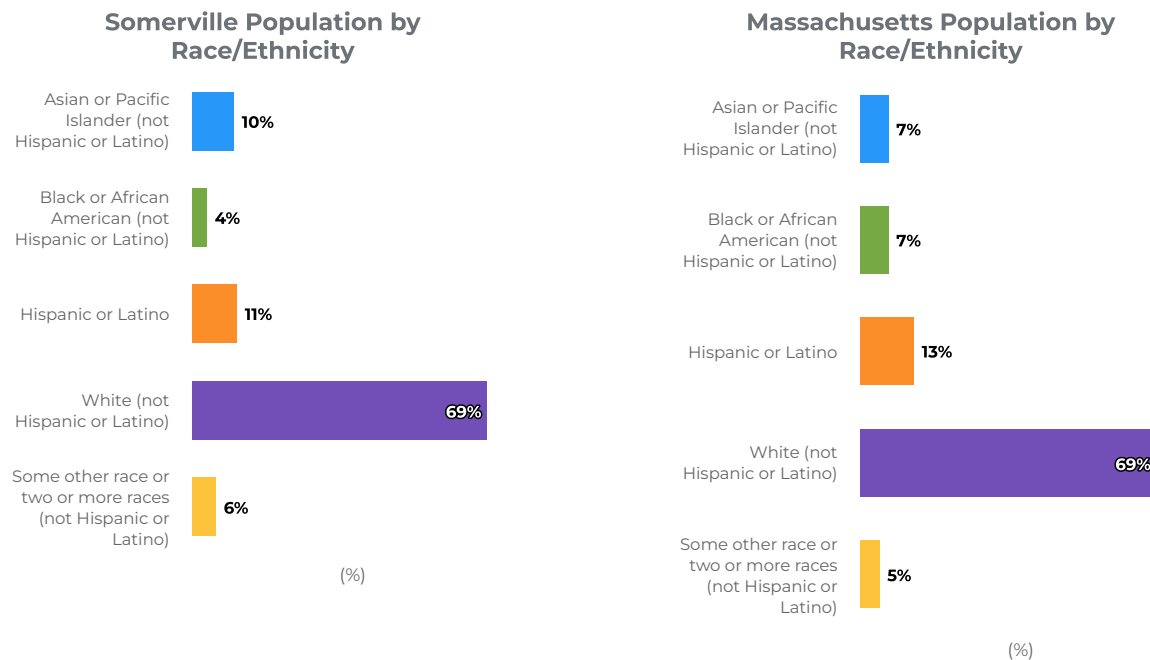
Data Source: American Community Survey 2022 5-year estimates



Race & Ethnicity

Somerville's racial breakdown is similar to Massachusetts as a whole.

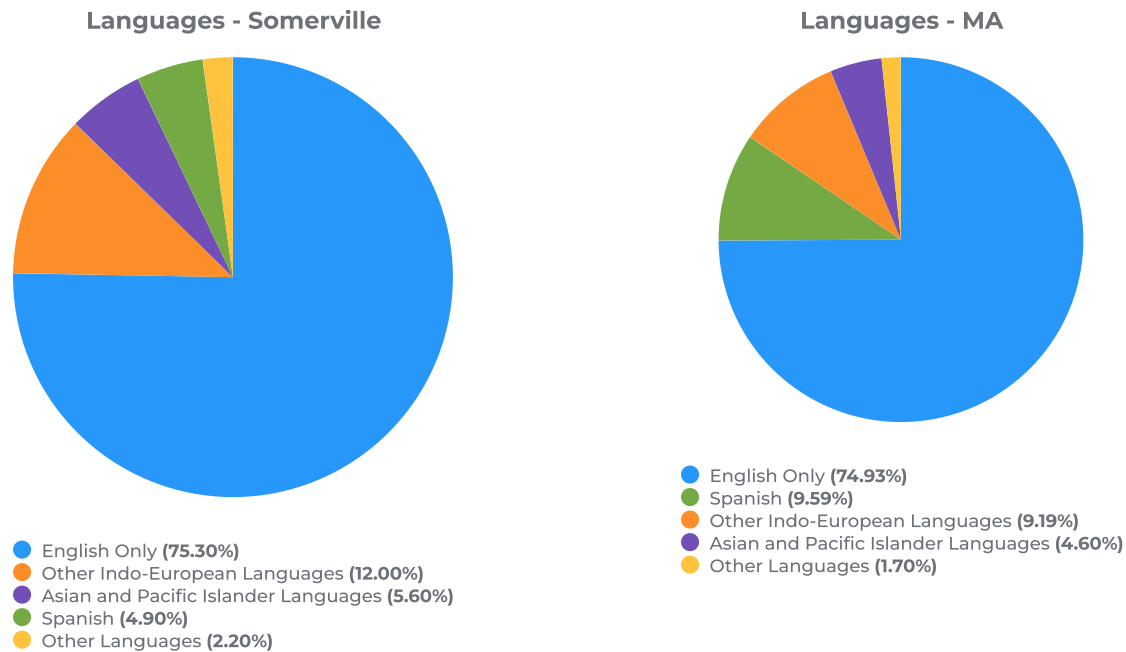
Data Source: American Community Survey 2022 5-year estimates



Languages Spoken at Home

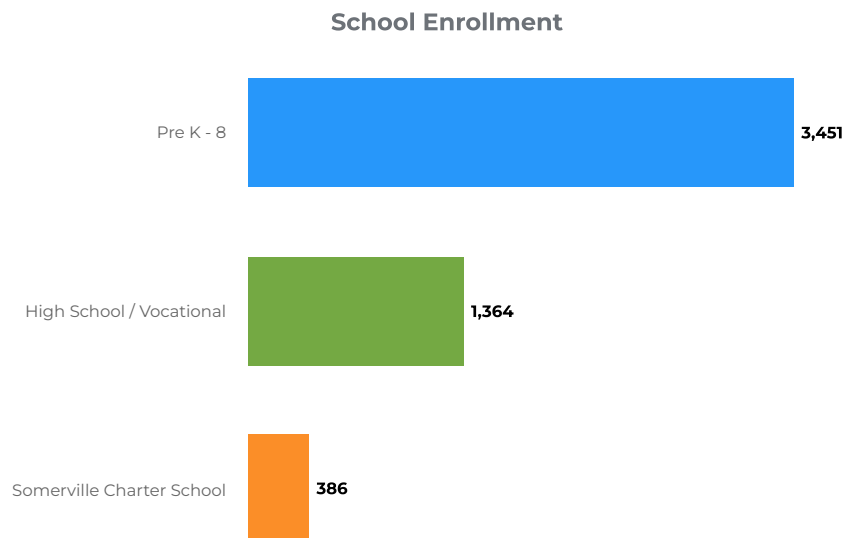
Just under 25% of Somerville residents speak a language other than English at home, which fits with the Massachusetts average of 25%. But within the portion of non-English languages, 4.9% of Somerville residents spoke Spanish and 12% spoke Other Indo-European Languages, while in the rest of the state the average municipality consists of 9.6% of Spanish speakers and 9.2% of speakers of Other Indo-European Languages.

Data Source: U.S. Census Bureau, American Community Survey 2022 5-year estimates



School Enrollment

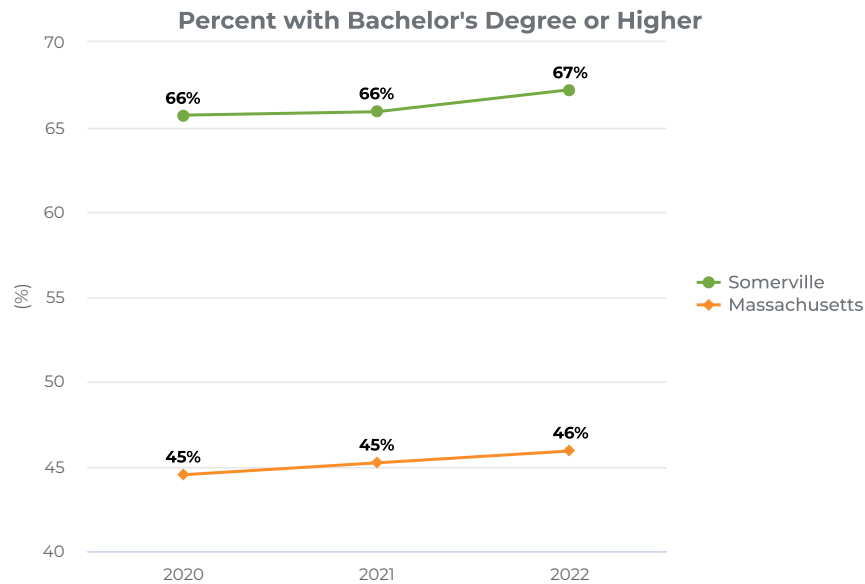
As of May 2023, the number of Somerville students enrolled at each school type or grade level.



Educational Attainment

67.2% of Somerville residents 25 years or older have a bachelor's degree or higher, compared to 45.9% of Massachusetts residents of the same age range.

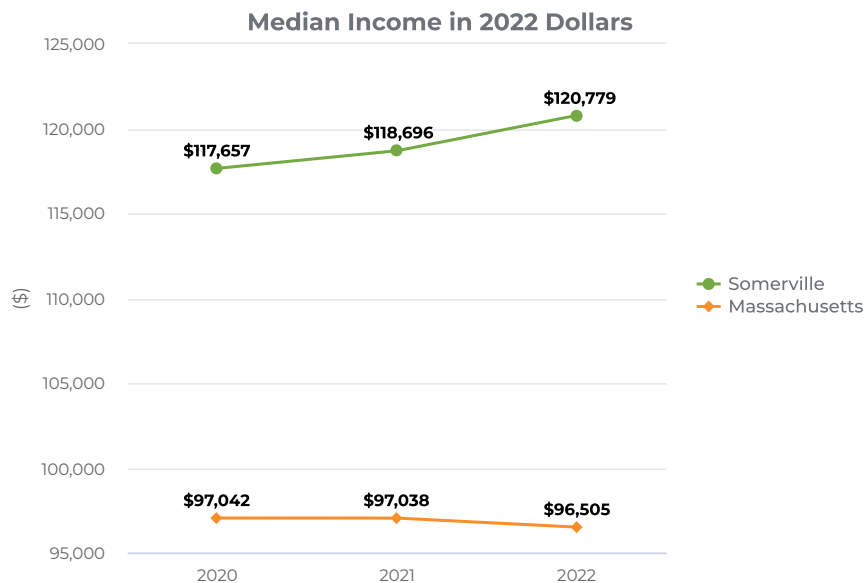
Data Source: American Community Survey 2022 5-year estimates



Household Income

The median income in Somerville is \$120,779. Somerville's median income is higher and rising faster than the state average of \$96,505.

Data Source: American Community Survey 2022 5-year estimates

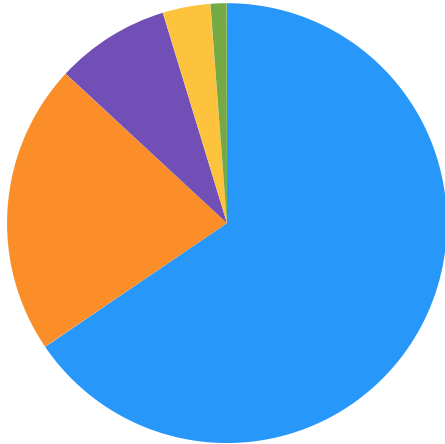


Employment by Sector

An estimated 21.4% of Somerville residents work in the Private Not-For-Profit sector, which is far above the state average of 13.4%.

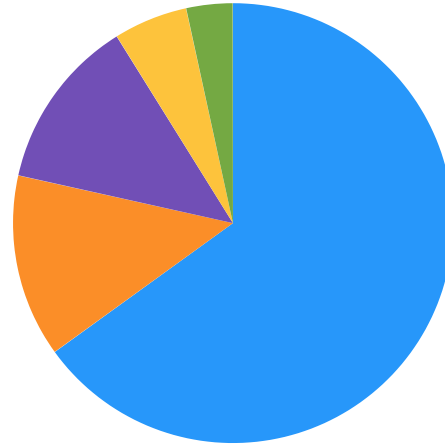
Data Source: U.S. Census Bureau, American Community Survey 2022 5-year estimates

Workers by Sector - Somerville



- Private Companies (65.50%)
- Private Not-For-Profit (21.40%)
- Local/State/Federal Government (8.40%)
- Self-Employed in non-incorporated business/Unincorporated (3.50%)
- Self-Employed in incorporated business (1.20%)

Workers by Sector - MA



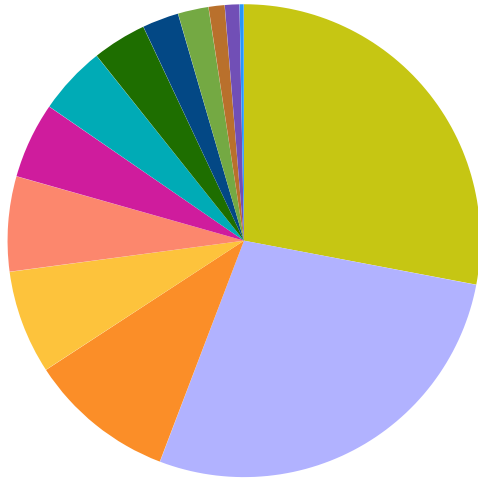
- Private Companies (65.05%)
- Private Not-For-Profit (13.44%)
- Local/State/Federal Government (12.66%)
- Self-Employed in non-incorporated business/Unincorporated (5.44%)
- Self-Employed in incorporated business (3.41%)

Employment by Industry

The largest portion, 28%, of Somerville civilian workers are employed in the Professional, Scientific, Management, and Administrative Services industry. This is 12.3% more than the state estimate of 15.7% of civilian workers. Somerville also exceeds the state average in the Information industry with 4.7% compared to 2%, while trailing the state average in the Construction, Public Administration, Retail Trade, and Finance industries by 2% or more.

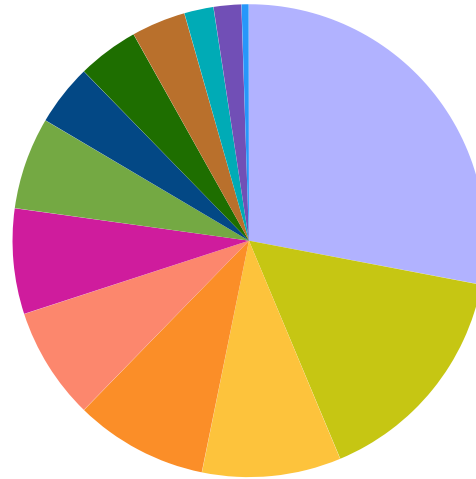
Data Source: U.S. Census Bureau, American Community Survey 2022 5-year estimates

Worker Industries - Somerville



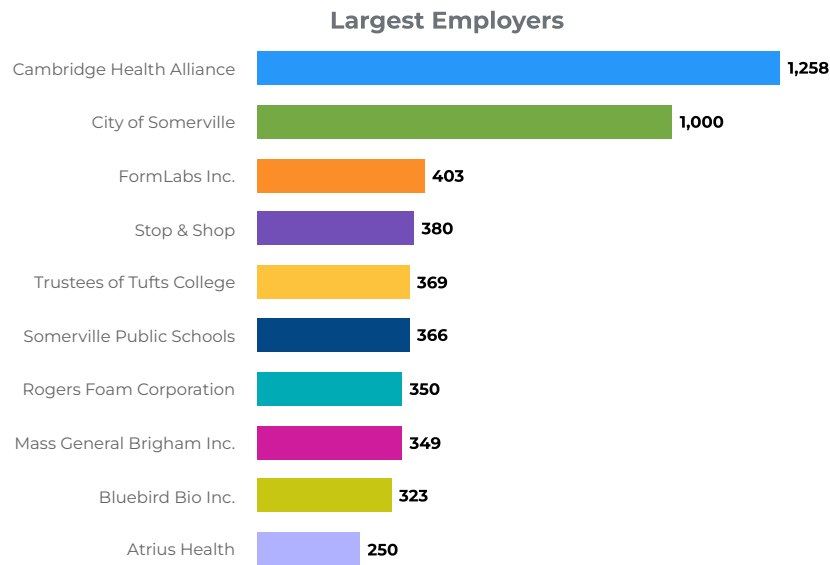
- Professional, Scientific, Management, and Administrative Services (28.00%)
- Educational Services/Health Care/Social Services (27.80%)
- Manufacturing (10.00%)
- Retail Trade (7.10%)
- Arts/Entertainment/Recreation/Accommodation/Other Services (6.50%)
- Finance/Insurance/Real Estate/Leasing (5.20%)
- Information (4.70%)
- Other Services (3.70%)
- Transportation/Warehousing/Utilities (2.50%)
- Construction (2.10%)
- Public Administration (1.10%)
- Wholesale Trade (1.00%)
- Agriculture/Forestry/Fishing/Hunting/Mining (0.30%)

Worker Industries - MA



- Educational Services/Health Care/Social Services (28.00%)
- Professional, Scientific, Management, and Administrative Services (15.70%)
- Retail Trade (9.50%)
- Manufacturing (9.10%)
- Arts/Entertainment/Recreation/Accommodation/Other Services (7.70%)
- Finance/Insurance/Real Estate/Leasing (7.20%)
- Construction (6.30%)
- Transportation/Warehousing/Utilities (4.20%)
- Other Services (4.20%)
- Public Administration (3.70%)
- Information (2.00%)
- Wholesale Trade (1.90%)
- Agriculture/Forestry/Fishing/Hunting/Mining (0.50%)

Largest Employers

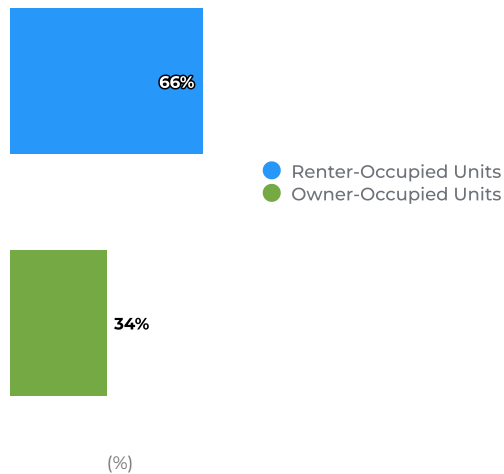


Housing: Owners & Renters

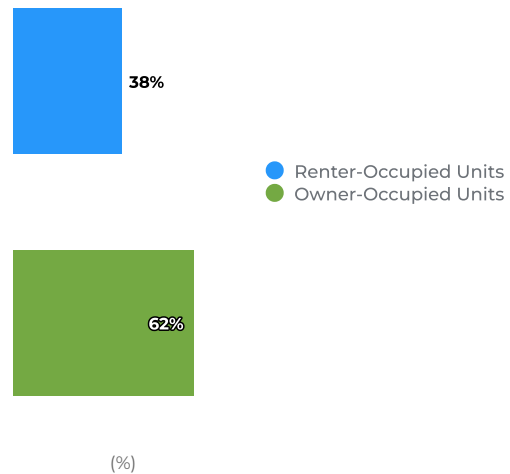
Somerville's housing units are about two-thirds renter-occupied, nearly twice the rate of Massachusetts as a whole.

Data Source: American Community Survey 2022 5-year estimates

Somerville Housing Units by Occupant Ownership



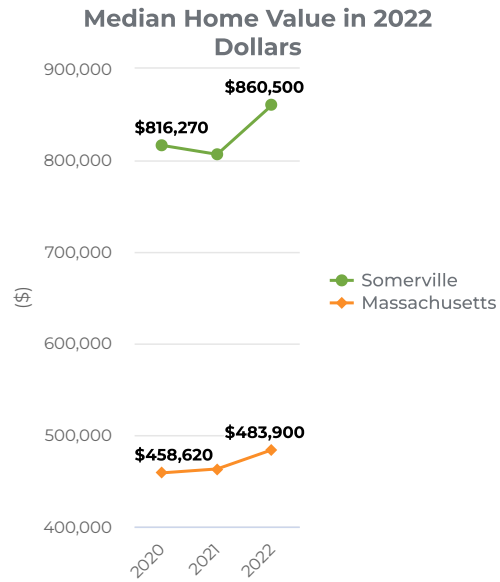
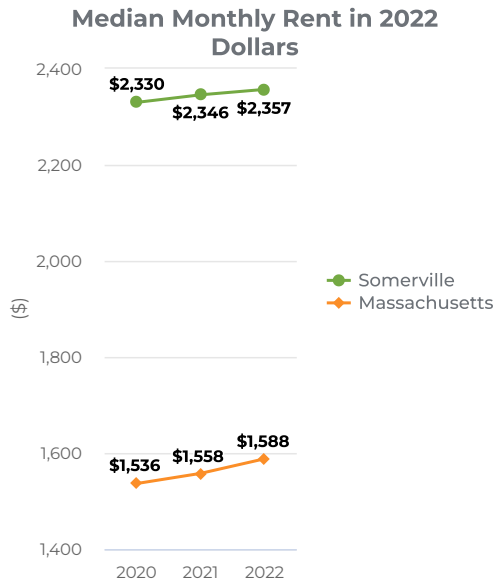
Massachusetts Housing Units by Occupant Ownership



Cost of Housing

The median monthly rent in Somerville is \$2,357 and the median home value is \$860,500. Somerville is well above state medians for home and rental prices.

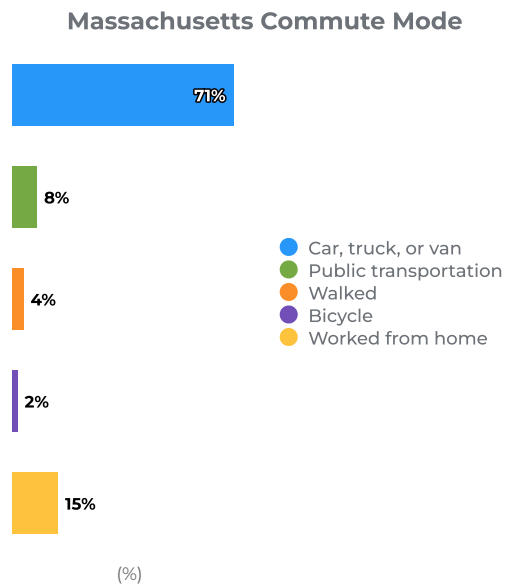
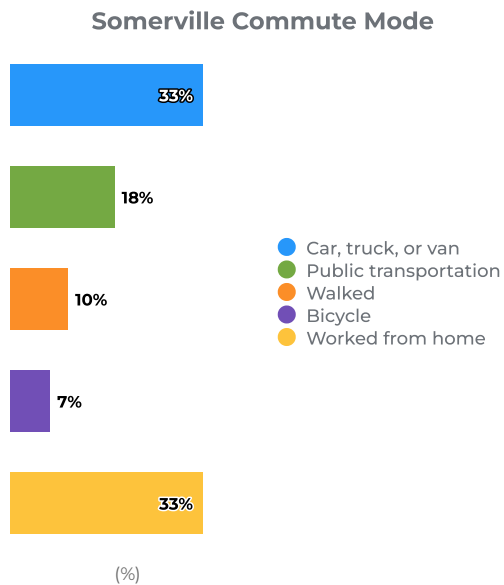
Data Source: American Community Survey 2022 5-year estimates



Commute Mode

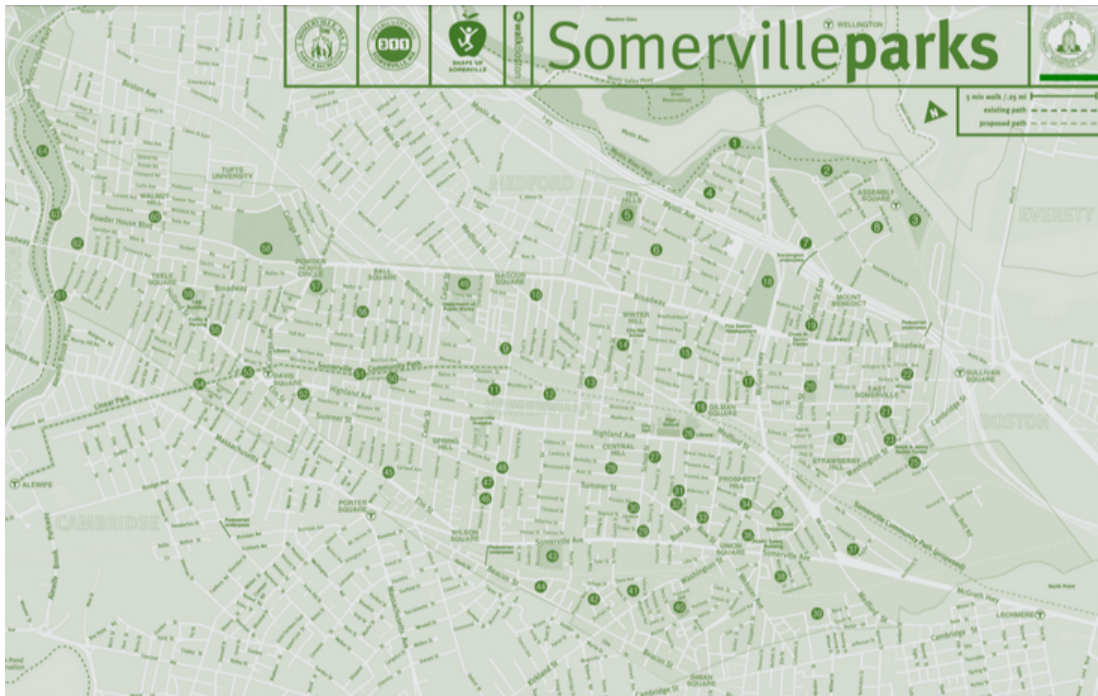
35% of Somerville residents commute to work by public transportation or active modes, much more than the state average of 14%.

Data Source: American Community Survey 2022 5-year estimates



Parks and Recreation

There are over 80 parks and open areas in Somerville with 64 fully owned and maintained by the City, including places such as parks, plazas, squares, playgrounds, sports fields, pools, gardens, and natural recreation areas.



SomerVision 2040

For the latest information on SomerVision 2040, please visit <https://www.somervision2040.com/> or view the report below.

SomerVision 2040

Comprehensive Plan Update | 2010 - 2040
City of Somerville, Massachusetts



Mayor Joseph A. Curtatone
Adopted October 2021
[SomerVision2040.com](https://www.somervision2040.com)

Vision Zero Somerville

For the latest information on Vision Zero Somerville, please visit <https://www.somervillema.gov/departments/programs/vision-zero-somerville> or view the report below.



2021 Vision Zero Annual Report

Vision Zero is the City's plan to end traffic fatalities and severe injuries on our streets.

The City adopted its Vision Zero policy in 2017, and finalized the Action Plan in 2020. This annual report marks progress made during Year 2 of the Action Plan.

Read more about Vision Zero and the Action Plan at [somervillema.gov/visionzero](https://www.somervillema.gov/visionzero)



College Ave at Kidder Ave



Blakeley Ave

Why is Vision Zero important?

Motor vehicle crashes are a leading cause of death nationally. Each year, more than 40,000 people are killed on U.S. streets and thousands more are injured.

In 2021, more people died on Massachusetts roads than in any year since 2009.

What is the City doing to accomplish Vision Zero?

The City is taking action to reverse these trends, make our streets safer for everyone, and advance our Vision Zero goals.

This report summarizes major Vision Zero accomplishments in 2021 and the City's plans for the future.



Powder House Circle



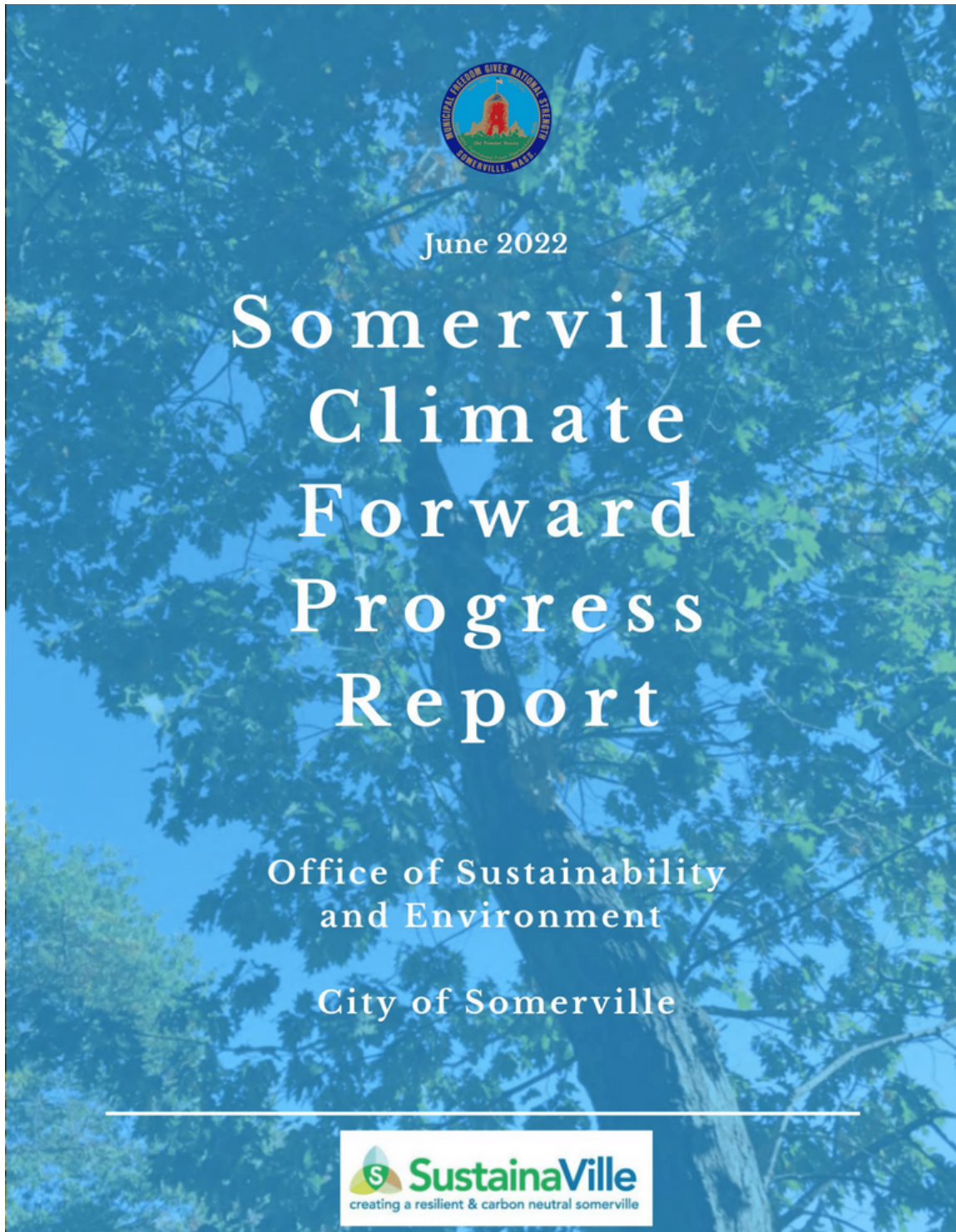
City of Somerville
Mayor Katjana Ballantyne
[Somervillema.gov/VisionZero](https://www.somervillema.gov/VisionZero)



Somerville Climate Forward

For the latest information on Somerville Climate Forward, please visit

<https://www.somervillema.gov/departments/programs/somerville-climate-forward> or view the report below.



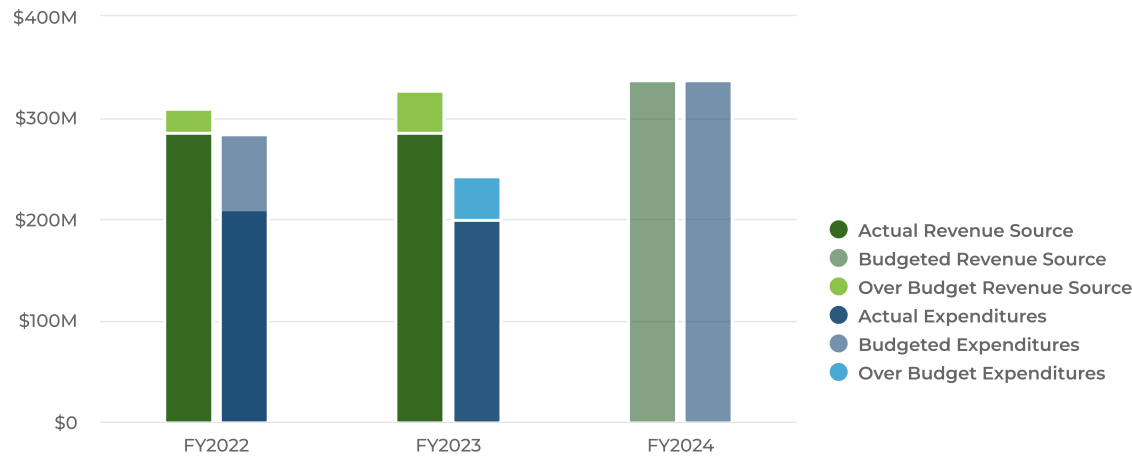
BUDGET OVERVIEW





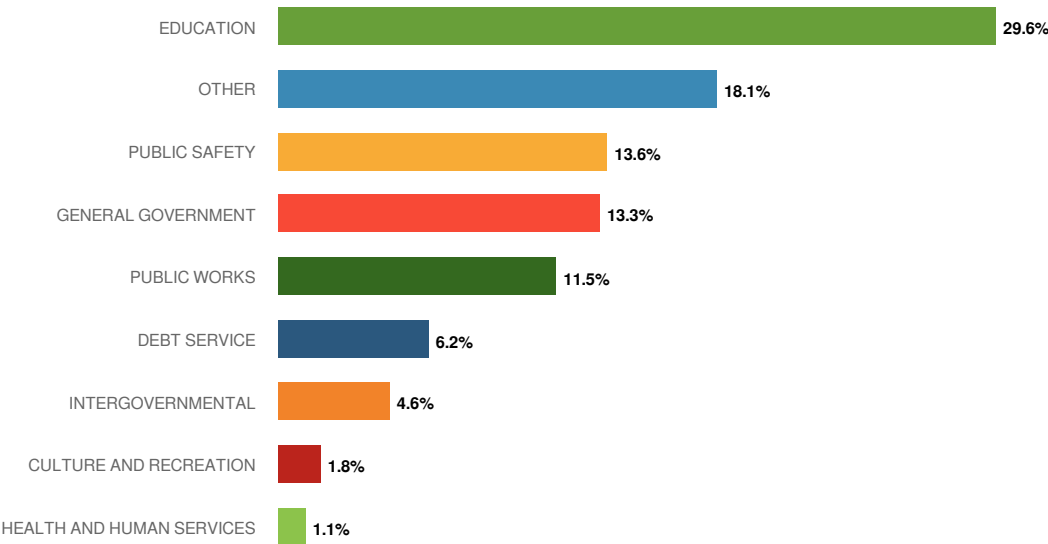
Summary

The City of Somerville is projecting \$337.3M of expenditures in FY2024, details for which are shown below.

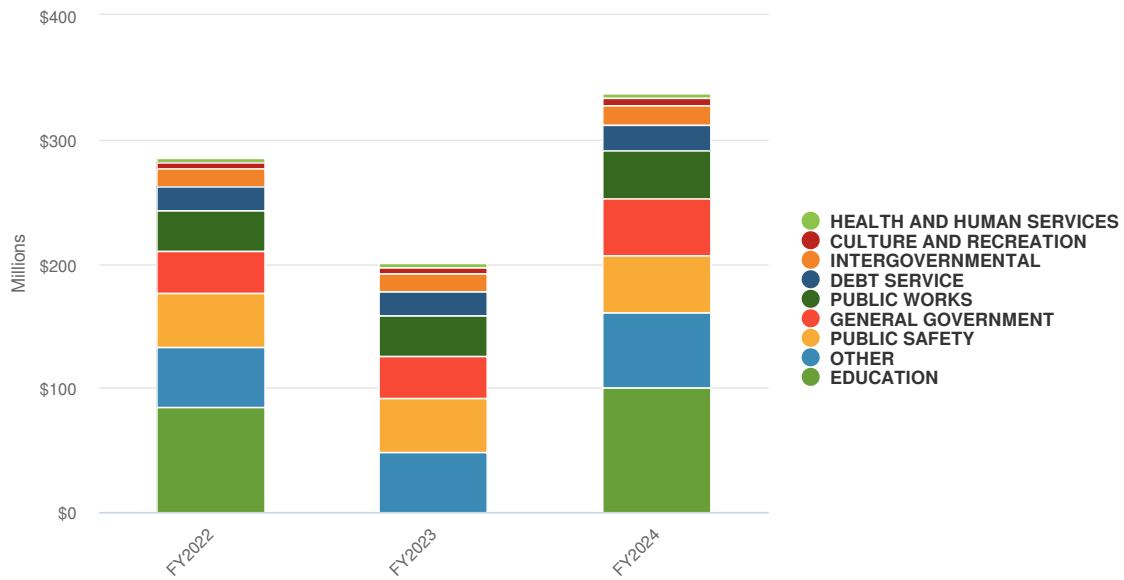


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

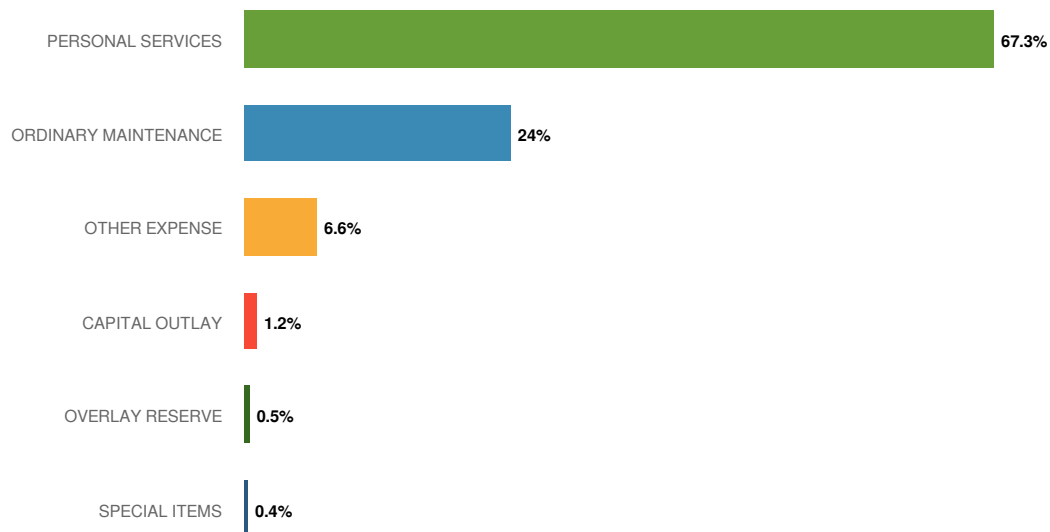


Please note that Actual expenditures do not include school funds at this time.

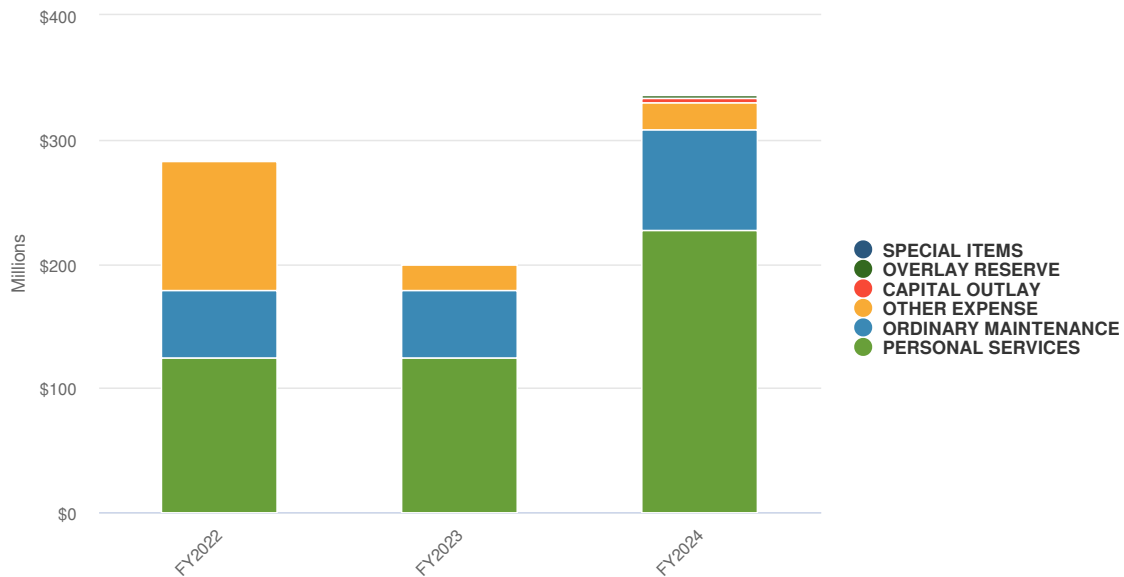
Name	FY2021 Revised Budget	FY2022 Revised Budget	FY2023 Revised Budget	FY2024 Budgeted
Expenditures				
GENERAL GOVERNMENT	\$26,682,769	\$33,761,016	\$40,041,535	\$44,810,029
PUBLIC SAFETY	\$45,243,479	\$43,030,790	\$46,033,422	\$45,979,847
EDUCATION	\$78,450,673	\$84,267,002	\$102,039,433	\$100,009,209
PUBLIC WORKS	\$29,481,919	\$33,193,490	\$34,291,842	\$38,781,594
HEALTH AND HUMAN SERVICES	\$4,555,062	\$3,026,070	\$3,260,828	\$3,860,897
CULTURE AND RECREATION	\$4,619,716	\$5,151,380	\$5,575,226	\$6,069,002
DEBT SERVICE	\$15,377,799	\$19,085,853	\$19,725,403	\$21,061,108
INTERGOVERNMENTAL	\$14,413,050	\$14,632,466	\$15,083,970	\$15,558,190
OTHER	\$76,208,262	\$48,802,600	\$59,762,340	\$61,201,720
Total Expenditures:	\$295,032,729	\$284,950,667	\$325,813,999	\$337,331,595

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Please note that Actual expenditures do not include school funds.

Name	FY2022 Actual	FY2023 Adopted Budget	FY2023 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)

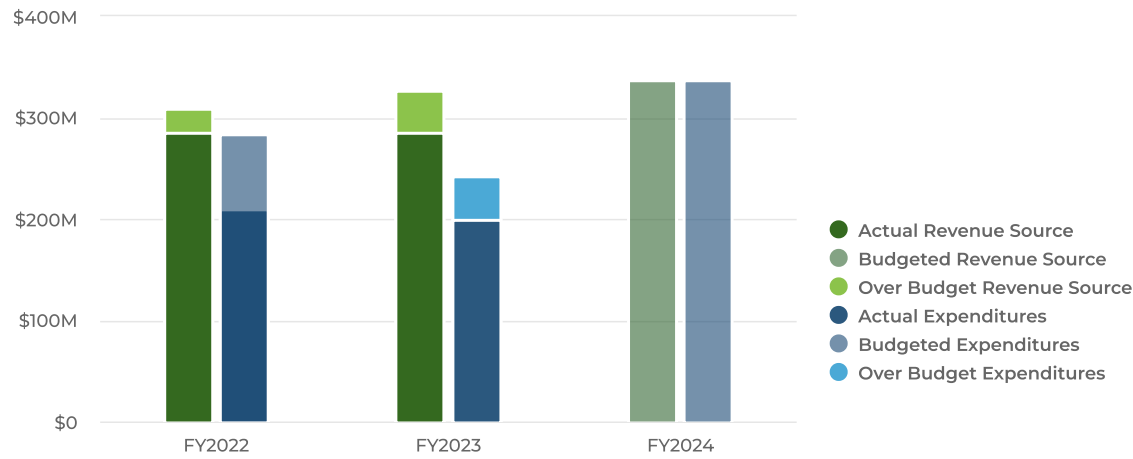


Name	FY2022 Actual	FY2023 Adopted Budget	FY2023 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects						
PERSONAL SERVICES	\$116,753,971	\$210,728,067	\$126,436,583	\$124,777,153	\$226,914,948	81.9%
OVERLAY RESERVE	\$0	\$0	\$0		\$1,850,000	N/A
ORDINARY MAINTENANCE	\$48,430,936	\$71,871,099	\$50,072,297	\$53,803,425	\$80,897,300	50.4%
CAPITAL OUTLAY	\$391,752	\$3,360,000	\$3,848,345	\$710,000	\$4,122,347	480.6%
SPECIAL ITEMS	\$473,561	\$809,934	\$386,261	\$773,084	\$1,362,955	76.3%
OTHER EXPENSE	\$44,936,448	\$20,791,749	\$62,602,599	\$20,481,722	\$22,184,045	8.3%
Total Expense Objects:	\$210,986,668	\$307,560,849	\$243,346,084	\$200,545,384	\$337,331,595	68.2%



Summary

The City of Somerville is projecting \$337.3 M of revenue in FY24. Details of the different revenue sources can be found below.



Revenue Narrative

Below are explanations and details concerning the FY24 revenue collection estimates, assumptions, and significant trends.

REVENUE ASSUMPTIONS

The City of Somerville anticipates raising a total of \$337,331,956 in FY24 to finance General Fund operations. The following is a summary of major revenue sources to the City budget, including highlights of significant changes. The operating budget is financed with funds generated from property taxes, excise taxes, state aid, transfers from other local sources, investment earnings, and other local fees and charges. Taxes account for 71.9% of the City's revenue base, state aid 15.9%, local receipts 7.25%, and other funding sources 2.53%. In FY24, the property tax will fund 71.9% of the General Fund Budget. The graphic below illustrates the composition of the City's revenue sources for FY24.

The City's practice is to budget revenues conservatively. Revenue proposals for FY24 are based on prior-year actual data, FY23 projected collections, long-term trends, and anticipated changes that impact individual revenue lines. In FY23, the City satisfied its budgeted revenue by collecting nearly \$328M - more than \$14M above estimated. The most significant revenue outperformance was in Building Permits, which took in \$10.2M above expected.

The Finance Department reviews license and permit fees, charges for services, and fines and forfeits charged by City departments on a rolling tri-annual basis. There are no new charges proposed for FY24.

1. TAXES

FY24 tax revenues are projected to be \$242,405,936. The components of this revenue category are Property Taxes (real estate and personal property), Motor Vehicle Excise, Local Option Room and Meals, and Payments In Lieu of Taxes.

Real Estate and Personal Property Taxes: The property tax levy is the City's largest and most dependable source of revenue. Within the tax category, real and personal property taxes are the largest at \$244.9M and represent more than 70% of the total general fund operating revenues. Real and personal property taxes are based on values assessed as of January 1 each year.

By law, all taxable property must be assessed at 100% of fair cash value and property taxes must be levied at least 30 days prior to their due date. Once levied, these taxes are recorded as receivables, net of estimated uncollectible balances. Property taxes that remain unpaid after the respective due dates are subject to penalties and interest charges. The City successfully completed a state mandated valuation process of all property values in FY21 and will conduct a new valuation in FY26. The Massachusetts Department of Revenue mandates revaluations on a rotating five-year schedule, including statistical validation in interim years to ensure that fair market values are maintained. Based on the City's experience, most property taxes (approximately 99%) are collected during the year in which they are assessed. The lien of properties on which taxes remain unpaid occurs annually, and the City ultimately has the right to foreclose on all properties where the taxes remain unpaid.

The total property tax levy is impacted by Proposition 2½, which was voted into state law in 1980. Proposition 2½ limits the property tax levy in a city or town to no more than 2.5% of the total fair market value of all taxable real and personal property. In addition, it limits the total property tax levy increase to no more than 2.5% over the prior year's total levy limit plus new construction, known as "new growth." The City has promoted economic development over the past decade as a strategy to generate new growth. These efforts have been successful and Somerville ranks third in the Commonwealth in total new growth since FY14. The certified value of new growth in FY24 was \$17,763,972.

The Proposition 2 ½ levy limit for FY24 is \$238,463,940. This calculation is based on the FY23 levy limit (\$221,991,055) plus the allowable 2.5% increase (\$5,549,776) plus new growth (\$17,763,972). A property tax levy in the amount of \$244,828,530 was certified by the State Department of Revenue to fund the FY24 operating budget. In November 2016, Somerville voters overwhelmingly approved a Proposition 2 ½ debt exclusion to help pay for the construction of the Somerville High School Project. The Proposition 2 ½ Law allows a City or Town to increase property tax revenues above the property tax levy limit with voter approval in order to fund a specific capital project for a limited or temporary period of time. The debt exclusion exempts the annual debt service to pay the \$130.3 million in bonds for the Somerville High School construction from the annual levy limit. Under a debt exclusion, a time-limited tax increase equivalent to the revenue needed to pay off the annual debt service payments is levied on property taxpayers each year. In FY24, the City will exclude \$6,705,968 in debt service payments for the Somerville High School construction project.

Motor Vehicle Excise Tax: Motor vehicle excise taxes are assessed annually for each vehicle registered in the city and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair value of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value. The allowance for uncollectible accounts is estimated based on historical trends and specific account analysis. The



projection for FY24 is \$6,368,163, a slight decrease when compared to the final FY23 budgeted amount. Increased new car sales generate new excise tax revenue based on higher valuations. We see higher interest rates, higher gasoline prices, and slightly lower car registrations as factors impacting this revenue source.

Hotel/Motel Excise Taxes: A city or town may impose a local excise of up to 6% on the rental of rooms in hotels, motels, lodging houses and bed and breakfast establishments. The local excise applies to all room occupancies subject to the state room occupancy excise. Local Hotel/Motel excise tax revenues are collected by the State and distributed to the cities and towns on a quarterly basis. Projected Hotel/Motel tax revenues of \$2,425,853 are included in the FY24 Budget, which is an increase of \$425,853 over FY23 Budgeted Totals.

Local Option Meals Excise: In August of 2009 the State legislature allowed cities and towns to add a .75% local option excise to the state's 6.25% meals tax. The restaurant sector continues to experience great success. We expect this revenue source to continue to be a mainstay as the City's reputation for fine dining and entertainment is now well established in the Boston area. We anticipate receipts of \$2,717,637 in FY24, an increase of 2.5% over final FY23 budget estimates.

Payments in Lieu of Taxes: The largest participant in the City's Payment In Lieu of Taxes (PILOT) program is Mass General Brigham with the development of an administrative headquarters located in Assembly Square. Projected PILOT Payment from Partners in FY24 total \$1,131,982. At present, Tufts University contributes \$450,000. The existing 5-year PILOT Agreement with Tufts University expired on June 30, 2018. At the time of publication of this document, a new Agreement with Tufts has yet to be executed. Remaining PILOT payments are received from several private non-profit social service agencies. The total FY24 budgeted PILOT amount includes Mass General Brigham, Tufts, and the non-profits and is anticipated to be \$1,661,522.

2. PENALTIES AND DELINQUENT INTEREST

The City receives interest and penalties on overdue taxes and excise taxes. This revenue is budgeted at \$696,555, a slight increase. The City will continue to emphasize collection of outstanding real estate, personal property and excise taxes. More taxpayers are complying with deadlines. These revenues are budgeted conservatively since there is great volatility from year to year in these revenues, based on the number of outstanding accounts.

3. LICENSES AND PERMITS

The City issues over 50 types of licenses and permits. Most are business or construction related. Licenses and Permits are primarily issued by the Inspectional Services Department, the Licensing Commission, and the City Clerk. Estimated FY24 License and Permit revenue totals \$13,099,081. The largest revenue source in this category is building permits, which will be budgeted at \$8,500,000 in FY24 and continue to be reduced in successive years to mitigate risk.

4. FINES AND FORFEITS

Budgeted FY24 revenue from Fines and Forfeits totals \$5,164,644 from 13 different categories. Some fine revenue is distributed to the City by the State (Moving Violations, Court Fines) but most result from violations of city ordinances. The largest revenue source for this category is parking fines, which totals \$4,783,644. The overall revenue category is budgeted about the same compared to FY23.

5. FEES

By law, fee levels cannot exceed the cost of delivering the service. The cost includes both direct service and administrative costs. The "Fees" category totals \$1,848,633. This is \$184,130 below the budgeted amount in FY23.

6. STATE AID

The Estimated FY24 State Aid amount totals \$53,832,085. Named for the cherry colored paper on which it was originally printed, the Cherry Sheet is the official notification from the Commissioner of Revenue of the next fiscal year's state aid and assessments to communities and regional school districts. State aid to municipalities and regional school districts consists of two major types – distributions and reimbursements. Distributions provide funds based on formulas, while reimbursements provide funds for costs incurred during a prior period for certain programs or services. In addition, communities may receive "offset items" which must be spent on specific programs. Cherry Sheet Assessments are advance estimates of state assessments and charges and county tax assessments. Local assessors are required to use these figures in setting the local tax rate. Local aid refers primarily to distributions from the Commonwealth to municipal general revenue for Chapter 70 education aid and Unrestricted General Government Aid. The amount of these funds to be distributed is listed on each community's Cherry Sheet along with other, relatively smaller commonwealth programs such as library aid, veteran's benefits, police career incentives, school lunch and other reimbursements.

7. MISCELLANEOUS RECURRING AND OTHER FINANCING SOURCES

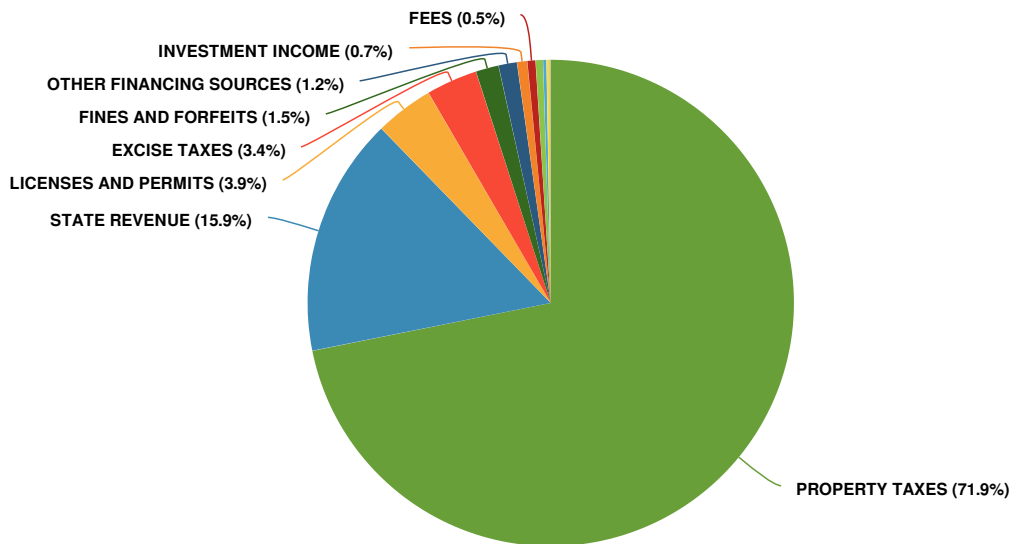
These categories include reimbursements from vendors, Medicaid, recycling, rental income, settlement of claims, indirect cost reimbursements from Enterprise Funds, interest earnings, reserves appropriated to balance the budget, Overlay Surplus and sale of City Assets.



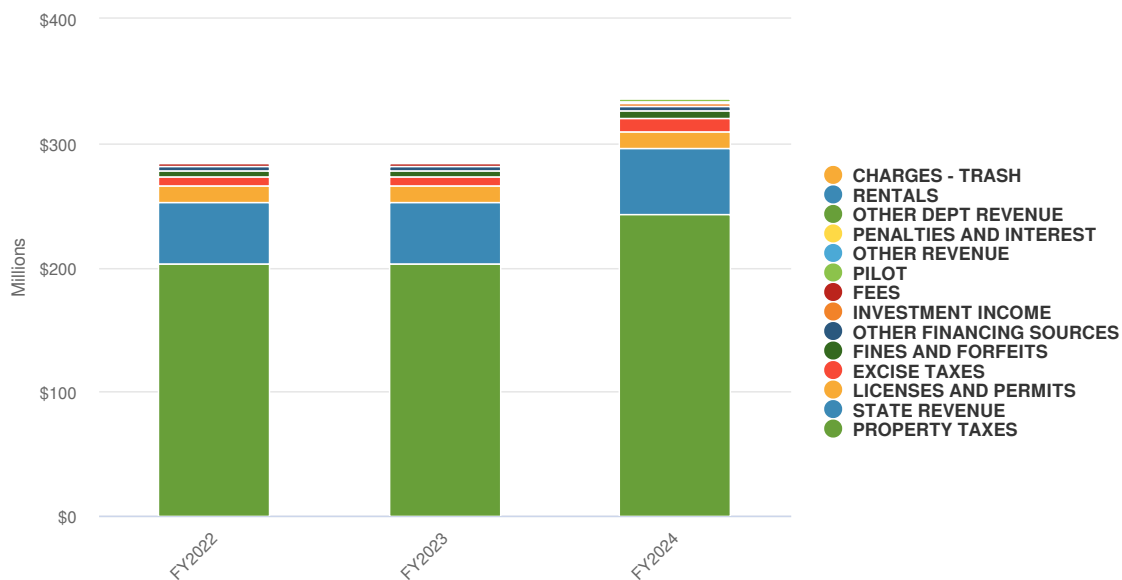
Interest Earnings: Throughout the year, the City has temporarily available operating cash balances allowed by state law to be invested in money market accounts or investments with a maximum term of one year. The return from these accounts is subject to the prevailing short-term interest rates. Aggressive investing and new partnerships formed with local financial institutions has led to an increase in return. Interest on investments has been included in the FY24 Budget at \$2,321,526.

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Name	FY2022 Actual	FY2023 Actual	FY2024 Budgeted
Revenue Source			

Name	FY2022 Actual	FY2023 Actual	FY2024 Budgeted
PROPERTY TAXES			
REAL ESTATE TAXES	\$191,644,120	\$210,659,819	\$242,405,936
Total PROPERTY TAXES:	\$191,644,120	\$210,659,819	\$242,405,936
EXCISE TAXES			
MOTOR VEHICLE EXCISE TAX	\$6,833,247	\$6,545,358	\$6,368,163
LOCAL MEALS EXCISE	\$2,337,749	\$2,664,436	\$2,717,637
LOCAL OPTION ROOM EXCISE	\$1,394,996	\$2,507,331	\$2,425,853
Total EXCISE TAXES:	\$10,565,992	\$11,717,124	\$11,511,653
PENALTIES AND INTEREST			
PENALTIES & INT - PERSONAL PRO	\$7,826	\$16,816	\$7,985
PENALTIES & INT - REAL ESTATE	\$481,469	\$492,326	\$389,535
INTEREST- VEHICLE EXCISE	\$65,168	\$67,844	\$51,510
INTEREST - TAX TITLE (16%)	\$144,212	\$160,972	\$125,000
PENALTIES TAX/EXCISE	\$214,726	\$194,492	\$115,500
PENALTIES NON CRIMINAL DEMAND	\$11,466	\$666	\$3,500
PENALTIES NON CRIMINAL LIEN	\$48,364	\$2,945	\$3,500
INTEREST-DEFERRED TAX	\$0	\$11,738	\$25
PENALTIES NON CRIMINAL DEMAND	\$4,050	\$1,890	\$0
PENALTIES NON CRIMINAL LIEN	\$2,100	\$15	\$0
Total PENALTIES AND INTEREST:	\$979,382	\$949,705	\$696,555
PILOT			
PAYMENTS IN LIEU OF TAXES	\$539,896	\$1,654,422	\$1,661,522
Total PILOT:	\$539,896	\$1,654,422	\$1,661,522
FEES			
COPIES OF RECORDS	\$0	\$0	\$10
COPIES OF RECORDS	\$713	\$1,148	\$500
CERT OF LIENS	\$154,175	\$104,100	\$96,826
CONSTABLE FEES	\$590	\$800	\$590
COPIES OF RECORDS	\$664	\$203	\$800
RETURNED CHECK FEE	\$1,220	\$1,050	\$980
BIKE ADVERTISING FEE	\$32,400	\$0	\$32,400
COPIES OF RECORDS	\$1,224	\$830	\$300
COPIES OF RECORDS	\$350	\$0	\$0
FRANCHISE FEE	\$201,000	\$201,000	\$0
ADVERTISING FEES	\$675	\$375	\$0
BUS CERTIFICATE	\$22,020	\$22,320	\$10,500
COPIES OF RECORDS	\$85,726	\$91,762	\$84,000
MISC FEES	\$0	\$100	\$0
NOTARIZATION	\$2	\$12	\$0
SPGA FEES	\$1,065	\$1,290	\$0
CS APPLICATION FEE	\$345	\$2,650	\$2,000



Name	FY2022 Actual	FY2023 Actual	FY2024 Budgeted
COPIES OF RECORDS	\$0	\$0	\$250
HEARING FEES	\$25,950	\$34,900	\$26,900
COPIES OF RECORDS	\$125	\$400	\$4,300
CONDO APPL FEE	\$94,900	\$57,300	\$39,600
RETURNED CHECK FEE	\$125	\$175	\$0
SAFETY REVIEW FEE	\$1,826,667	\$1,312,669	\$680,000
GAS STATIONS	\$360	\$4,440	\$3,000
OIL TRUCKS	\$1,250	\$1,300	\$3,200
SCALES	\$1,820	\$10,893	\$5,500
TAXI METERS	\$0	\$2,130	\$500
POLICE DETAIL SURCHARGE	\$336,571	\$283,684	\$290,362
FINGERPRINTING FEES	\$1,965	\$2,725	\$1,500
POLICE CRUISER FEES	\$19,220	\$10,560	\$8,000
WITNESS FEES	\$16	\$15	\$20
COPIES OF RECORDS	\$0	\$0	\$50
FIRE DETAIL SURCHARGE	\$106,184	\$127,219	\$89,738
MISC FIRE FEES	\$94,220	\$91,140	\$95,000
SMOKE DETECTOR INSP	\$73,725	\$58,450	\$65,000
TEMPORARY NO PARKING SIGN FEE	\$91,103	\$82,065	\$80,000
CUSTODIAL DETAIL SURCHARGE	\$8,398	\$11,795	\$10,887
FIRE ALARM REIMB	\$115,736	\$272,000	\$132,395
CURB CUT FEE	\$9,300	\$10,450	\$10,000
WHITE GOODS FEES	\$15,575	\$15,900	\$14,525
FEES		\$475	\$0
POOL FEES	\$11,139	\$14,638	\$17,000
PARK LIGHT FEE	\$13,669	\$24,736	\$18,000
CANOE/BOAT RENTAL	\$24,000	\$30,000	\$24,000
Total FEES:	\$3,374,186	\$2,887,699	\$1,848,633
FINES AND FORFEITS			
ORDINANCE VIOLATIONS	\$77,938	\$5,500	\$0
RMV NON RENEWAL SURCHARGE	\$51,229	\$53,942	\$0
ORDINANCE VIOLAITONS	\$220,194	\$274,453	\$250,000
ORDINANCE VIOLATIONS	\$3,000	\$8,400	\$0
FALSE ALARM FINE	\$79,200	\$42,900	\$30,000
TOWING CHARGES	\$30,900	\$18,375	\$20,000
PARKING FINES	\$5,323,162	\$6,228,110	\$4,783,644
PARKING FINE SURCHAG	\$25,060	\$35,880	\$20,000
RMV NON RENEWAL SURCHARGE	\$25,060	\$35,880	\$20,000
LIBRARY FINES	\$1,940	\$1,686	\$0
COURT FINES	\$125	\$823	\$1,000
MASS COURT MOVING VIOLATN	\$48,681	\$43,381	\$40,000
Total FINES AND FORFEITS:	\$5,886,490	\$6,749,329	\$5,164,644

Name	FY2022 Actual	FY2023 Actual	FY2024 Budgeted
CHARGES - TRASH			
SANITATION FEES	\$7,525	\$6,575	\$0
RESIDENTIAL TRASH FE	\$0	\$24,200	\$35,600
SANITATION FEES	\$53,799	\$44,307	\$36,279
Total CHARGES - TRASH:	\$61,324	\$75,082	\$71,879
RENTALS			
RENTALS	\$5,400	\$2,700	\$5,400
RENTALS	\$65,244	\$62,417	\$62,244
RENTALS	\$22,113	\$24,948	\$22,000
BUILDING USE REVENUE	\$0	\$13,950	\$0
Total RENTALS:	\$92,757	\$104,015	\$89,644
OTHER DEPT REVENUE			
PLANNING AND ZONING/BOA	\$288,002	\$88,735	\$100,000
Total OTHER DEPT REVENUE:	\$288,002	\$88,735	\$100,000
LICENSES AND PERMITS			
AUTO AMUSMT DEVICE	\$15,180	\$15,840	\$110
BILL/POOL/BOWL/ LIC	\$1,430	\$1,650	\$110
CONSTABLES LICENSE	\$660	\$660	\$825
DOG KENNEL LICENSE	\$5,400	\$2,700	\$60
DOG LICENSE	\$49,634	\$32,710	\$45,788
DRAINLAYER LICENSE	\$21,725	\$22,825	\$15,125
HAWKER/PEDDLER LICN	\$0	\$0	\$165
JUNK DEALER LICENSE	\$1,650	\$2,200	\$1,375
LIVERY/ LIMOUSINE	\$330	\$495	\$0
LODGING LICENSE	\$39,325	\$3,630	\$22,385
OUTDOOR PARKING SPAC	\$4,400	\$7,050	\$125
OUTDOOR SEATING	\$330	\$165	\$9,000
SIGNS AND AWNING	\$2,200	\$1,925	\$2,750
TAXI STAND LIC	\$1,320	\$1,320	\$0
TAXICAB MEDALLION	\$10,675	\$13,725	\$5,795
USED CAR DEALER LIC	\$27,830	\$24,805	\$27,225
BOA MOBILE FOOD VENDOR	\$165	\$0	\$0
EXTENDED RETAIL HOUR	\$8,470	\$9,680	\$6,050
FLAMMABLE PERMIT	\$22,990	\$15,895	\$12,100
GARAGE PERMITS	\$37,510	\$41,745	\$33,275
MARRIAGE PERMIT	\$21,700	\$30,550	\$17,500
RAFFLE/BAZAAR PERMIT	\$335	\$180	\$60
GRANT OF LOCATION	\$29,765	\$32,808	\$30,250
CLUB RESTR LIC-7 DAY	\$22,000	\$20,000	\$24,000
COMMON VICTUALLERS	\$76,475	\$78,100	\$68,000
INNHOLDER LICENSE	\$6,750	\$6,750	\$10,500



Name	FY2022 Actual	FY2023 Actual	FY2024 Budgeted
MALT & WINES EDC INT	\$0	\$3,500	\$3,500
MALT BEV & WINE STOR	\$25,000	\$22,500	\$20,000
MALT BEV/WINE RESTRN	\$42,200	\$42,400	\$42,000
PACKAGE STORE LIC	\$77,000	\$70,000	\$77,000
RESTAURANT LIC-LIQUOR	\$366,025	\$386,220	\$392,000
SPEC ALCOHOL LICENSE	\$33,400	\$14,850	\$10,000
FARMER POURER	\$6,000	\$8,000	\$6,000
ENTERTAINMENT LIC	\$59,450	\$63,750	\$58,750
OUTDOOR SEATING LICENSE		\$2,600	
MILK LICENSE	\$4,665	\$5,710	\$3,500
PHYSICAL THER LICNSE	\$8,750	\$0	\$7,500
SWIM POOL LICENSE	\$3,600	\$2,880	\$2,000
SHORT TERM RENTAL REGIST LICEN		\$150	
DUMPSTER CONTRACTORS	\$3,630	\$1,980	\$1,500
RETAIL&FOOD PERMIT	\$159,905	\$204,055	\$0
BUILDING PERMIT	\$25,102,072	\$18,753,756	\$8,500,000
DUMPSTER PERMIT	\$135,212	\$124,969	\$75,000
ELECTRICAL PERMIT	\$652,051	\$443,748	\$460,000
GAS PERMIT	\$47,235	\$47,818	\$40,000
HOUSING CERTIFICATE	\$220	\$330	\$0
INSPECTION	\$62,654	\$54,670	\$45,000
OCCUPANCY PERMIT	\$71,236	\$62,164	\$50,000
PLUMBING PERMIT	\$185,345	\$121,755	\$200,000
TAXICAB MEDALLION	\$2,200	\$2,250	\$0
POLICE REVOLVER PERM	\$5,675	\$6,125	\$6,000
EXPLOSIVE STOR FLAMB	\$33,305	\$40,380	\$25,000
UNDERGROUD TANK REMV	\$0	\$0	\$1,000
MOVING VANS & PODS	\$103,060	\$90,235	\$95,000
RESIDENT PARK PERMIT	\$1,931,029	\$2,011,489	\$1,967,433
SIDEWALK OPENING	\$698,115	\$520,000	\$560,000
ENGINEERING SITE PERMIT	\$0	\$0	\$30,000
BURIAL PERMITS	\$3,670	\$2,950	\$3,325
RETAIL&FOOD PERMIT	\$25	\$0	\$0
FIELD USAGE PERMIT	\$82,877	\$106,186	\$85,000
Total LICENSES AND PERMITS:	\$30,313,854	\$23,584,828	\$13,099,081
STATE REVENUE			
STATE REIM ABATE SURV SPS	\$20,582	\$285,205	\$219,702
SCHOOL AID CHAPTER 70	\$20,638,388	\$20,939,048	\$21,245,048
CONSTRUCTION OF SCHL PROJ	\$1,135,491	\$0	\$0
CHARTER SCHOOL REIMBURSMT	\$898,414	\$943,432	\$1,887,397
UNRESTRICTED GEN GOVT AID	\$27,691,828	\$29,187,187	\$30,121,177
VETERANS AND BENEFITS	\$161,157	\$111,105	\$79,485
Total STATE REVENUE:	\$50,545,860	\$51,465,977	\$53,552,809



Name	FY2022 Actual	FY2023 Actual	FY2024 Budgeted
INVESTMENT INCOME			
INVESTMENT INCOME	\$73,723	\$692,320	\$2,321,526
INTEREST	\$265,613	\$2,949,103	\$0
Total INVESTMENT INCOME:	\$339,335	\$3,641,423	\$2,321,526
OTHER FINANCING SOURCES			
TRANSFERS FROM SPEC REV	\$1,663,866	\$1,677,263	\$2,502,191
TRANSFERS FROM ENTERPRISE	\$1,446,200	\$1,758,038	\$1,590,820
Total OTHER FINANCING SOURCES:	\$3,110,066	\$3,435,300	\$4,093,011
OTHER REVENUE			
VENDOR REBATES/REFUNDS	\$20,218	\$0	\$5,000
GENERAL GOV MISC REVENUE	\$120,348	\$71,573	\$0
PRIOR YEAR REIMBURSEMENTS	\$0	\$266,980	\$0
MISCELLANEOUS REVENUE	\$655	\$395	\$0
VENDOR REBATES/REFUNDS		\$9,705	\$0
PRIOR YEAR REIMBURSEMENTS		\$695	\$0
PERSONAL PROPERTY TAXES	\$7,357,731	\$7,614,016	\$0
R/E TAX TITLE REDEEMED	\$512,063	\$502,028	\$0
PENALTIES - TAX TITLE	\$1,380	\$0	\$0
PARTNERS PILOT	\$1,082,707	\$0	\$0
LANDCOURT/RECORDING	\$210	\$0	\$0
MISCELLANEOUS REVENUE	\$4,021	\$44,589	\$10,163
PRIOR YEAR REIMBURSEMENTS	\$1,496	\$4,425	\$0
BANK REVENUE SHARE	\$38,956	\$45,415	\$0
ABANDONED PROPERTY REVENUE	\$12,886	\$520,965	\$0
WYNN CASINO PAYMENT	\$250,000	\$250,000	\$250,000
MISC NON RECUR GLX INT REFUND	\$531,105	\$0	\$0
SETTLEMENT OF CLAIMS	\$302,466	\$17,414	\$0
PRIOR YEAR REIMBURSEMENTS	\$9,199	\$0	\$0
MISC REBATE	\$5,679	\$0	\$0
PRIOR YEAR REIMBURSEMENTS	\$30	\$2,170	\$0
SMALL WIRELESS FACILIT LICENSE	\$11,220	\$12,440	\$13,500
OPEN AIR VENDOR	\$165	\$165	\$0
MEDICAL MARIJUANA FEE	\$0	\$0	\$1,400
ZONING COMPLIANCE PERMIT	\$65,875	\$21,125	\$35,000
MISCELLANEOUS REVENUE		\$185	\$0
PRIOR YEAR REIMBURSEMENTS	\$5	\$2	\$0
DEFERRED TAX	\$4	\$39,937	\$0
MISCELLANEOUS REVENUE	\$37	\$400	\$0
PROCEEDS FROM AUCTION		\$177	\$0
MISCELLANEOUS REVENUE	\$38	\$0	\$0
PRIOR YEAR REIMBURSEMENTS	\$29,282	\$24,399	\$0



Name	FY2022 Actual	FY2023 Actual	FY2024 Budgeted
OTHER PARK PERMITS		\$105	\$0
TOTER FEES	\$50	\$1,200	\$0
VEHICLE INSPECTIONS FEE		\$600	\$0
SMALL WIRELESS LICENSE		\$15,621	
MISCELLANEOUS REVENUE	\$15,835	\$0	\$0
FUNERAL DIRECT LICS	\$190	\$0	\$0
URBAN AGRICULTURE LICENSE	\$574	\$150	\$0
PRIOR YEAR REIMBURSEMENTS	\$25	\$257	\$0
LOCAL MARIJUANA		\$73,590	
MEDICAID REIMBURSEMNT DMA	\$535,657	\$462,714	\$400,000
C OF M REIMBURSEMENT	\$161,800	\$662,230	\$0
REIMBURSEMENT - MISC.	\$130,241	\$109,685	\$0
SALE OF SURPLUS EQUIPMENT	\$8,412	\$12,800	\$0
SALE OF VEHICLES		\$97,526	\$0
PRIOR YEAR REIMBURSEMENTS		\$276	\$0
TRANSFERS FROM STABILIZATION	\$966,343	\$0	\$0
TRANSFERS FROM CAPITAL	\$3	\$0	\$0
Total OTHER REVENUE:	\$12,176,907	\$10,885,953	\$715,063
Total Revenue Source:	\$309,918,171	\$327,899,410	\$337,331,956

An appropriation order is a request for authorization made by the Mayor to the City Council to make expenditures and incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it can be expended.



Appropriation Order

The table below is the City's FY24 amended appropriation order, which is broken down by function, department, and prime account.

Additional supplemental appropriations are allowable during the fiscal year up until the City sets the final tax rate, typically in late fall. FY24 supplemental appropriations are listed at the bottom of this page in total as well as on individual departmental pages within the digital budget book.

City of Somerville FY24 General Fund Appropriation Order
Amended version 6/22/23

	Personal Services	Ordinary Maintenance	Special Items	Capital Outlay	Total
General Government					
City Council	505,000	89,910	-	-	594,910
City Clerk	944,592	286,903	-	-	1,231,495
City Clerk - Clerk Of Committees	69,764	-	-	-	69,764
City Clerk - Licensing Commission	11,628	-	-	-	11,628
Executive Administration	979,451	188,350	525,000	-	1,692,801
SomerStat	532,549	56,800	-	-	589,349
Arts Council	572,596	234,125	-	-	806,721
Racial & Social Justice	899,692	373,500	-	-	1,273,192
Office of Sustainability & Environment	667,252	576,899	-	-	1,244,151
Communications & Community Engagement	1,043,301	275,510	-	-	1,318,811
Communications - Office Of Immigrant Affairs	1,222,440	221,744	-	-	1,444,184
Communications - Constituent Services	1,196,656	125,250	-	-	1,321,906
Communications - CityTV	290,598	89,763	-	-	380,361
Infrastructure & Asset Mgmt	580,197	463,275	-	-	1,043,472
IAM - Capital Projects & Project Management	896,851	-	-	1,361,000	2,257,851
IAM - Engineering	673,505	426,506	-	200,000	1,300,011
Finance - Auditing	1,310,402	162,702	-	-	1,473,104
Finance - Grants Development & External Funds	290,518	21,750	-	-	312,268
Finance - Procurement & Contracting Services	659,203	27,715	-	-	686,918
Finance - Assessing	669,228	242,950	-	-	912,178
Finance - Treasury	764,706	419,445	-	-	1,184,151
Inspectional Services	3,355,571	524,985	-	-	3,880,556
Law	940,931	601,925	-	-	1,542,856
Human Resources	1,649,115	612,510	753,500	-	3,015,125
Information Technology	1,278,490	4,184,787	-	-	5,463,277
Elections	608,039	183,320	-	-	791,359
OSPCD - Administration	674,020	132,000	-	-	806,020
OSPCD - Planning, Preservation, & Zoning	1,181,379	313,680	-	-	1,495,059
OSPCD - Housing	1,229,403	123,850	-	-	1,353,253
OSPCD - Redevelopment Authority	22,753	-	-	-	22,753
OSPCD - Mobility	718,754	400,000	-	-	1,118,754
OSPCD - Economic Development	797,020	360,500	-	-	1,157,520
OSPCD - Housing Stability	799,498	529,000	-	-	1,328,498
OSPCD - Public Space & Urban Forestry	495,264	592,645	-	500,000	1,587,909
General Government Total	28,530,366	12,842,299	1,278,500	2,061,000	44,712,165
Public Safety					
Health & Human Services	2,119,170	869,107	-	-	2,988,277
HHS - Veterans' Benefits	218,370	654,250	-	-	872,620
HHS - Council On Aging	525,094	106,621	-	-	631,715
HHS - SomerPromise	460,710	305,450	-	-	766,160
Police	17,118,382	564,500	60,000	-	17,742,882
Police - E911	1,362,458	-	-	-	1,362,458
Police - Animal Control	147,378	15,900	-	-	163,278
Fire	20,255,210	547,100	24,455	-	20,826,765
Fire - Alarm	1,276,227	-	-	-	1,276,227
Emergency Management	154,942	78,050	-	-	232,992
Parking	3,228,905	1,146,340	-	-	4,375,245
Public Safety Total	46,866,846	4,287,318	84,455	-	51,238,619
Public Works					
DPW - Administration	898,631	887,098	-	-	1,785,729
DPW - Electrical	512,043	382,500	-	-	894,543
DPW - Snow Removal	-	1,687,488	-	-	1,687,488
DPW - Highway	2,999,105	1,247,200	-	-	4,246,305
DPW - Solid Waste	-	8,856,023	-	-	8,856,023

DPW - Buildings	1,925,849	10,611,784	-	-	12,537,633
DPW - Fleet	-	641,430	-	-	641,430
DPW - Grounds	1,423,010	1,328,945	-	-	2,751,955
DPW - School Custodians	2,680,477	1,400,000	-	-	4,080,477
DPW - Fields Maintenance	165,119	277,000	-	-	442,119
Public Works Total	10,604,234	27,319,468	-	-	37,923,702
Culture & Recreation					
Libraries	2,675,038	748,766	-	-	3,423,804
Parks & Recreation	1,744,579	458,500	-	-	2,203,079
Culture & Recreation Total	4,419,617	1,207,266	-	-	5,626,883
Debt Service	-	21,061,108	-	-	21,061,108
Pension & Fringe Benefits					
Health Insurance	31,967,877	212,150	-	-	32,180,027
Life Insurance	108,523	-	-	-	108,523
Medicare	2,691,613	-	-	-	2,691,613
Pensions	16,635,921	96,016	-	-	16,731,937
Workers Compensation	106,381	109,850	-	-	216,231
Unemployment Compensation	225,888	-	-	-	225,888
Pension & Fringe Benefits Total	51,736,203	418,016	-	-	52,154,219
Other					
Building Insurance	-	1,162,247	-	-	1,162,247
Judgements & Settlements	-	183,750	-	-	183,750
Salary Contingency	2,667,581	-	-	-	2,667,580
Subsidy to Enterprise Funds	-	-	447,937	-	447,937
Transfer to Special Revenue	-	-	675,000	-	675,000
Paygo Capital	-	-	-	2,061,347	2,061,347
Other Total	2,667,581	1,345,997	1,122,937	2,061,347	7,197,861
School Department Budget	82,090,462	17,918,747	-	-	100,009,209
Municipal Appropriations Total	226,915,309	86,400,219	2,485,892	4,122,347	319,923,766
State Assessments	-	15,558,190	-	-	15,558,190
Overlay Reserve	-	-	1,850,000	-	1,850,000
Grand Total	226,915,309	101,958,409	4,335,892	4,122,347	337,331,956



FY24 Supplemental Appropriations

1. \$1,053,387 to the Capital - Building Lease account to pay for a lease agreement regarding use of space at the Tufts Administration Building on Holland St.
2. \$500,000 to the Capital - Building Improvements account to fund needed building improvements.
3. \$219,697 to various Public Works Department accounts for the purpose of funding unbudgeted expenditures related to the Winter Hill Community School relocation.
4. \$384,858 to the School Department for unbudgeted expenditures relating to the Winter Hill Community School relocation.
5. \$272,970 to the School Department to fund forensic services on the School Department Information Technology network.
6. \$49,974 to the School Department Lunch Revolving Fund to reimburse the fund for meal services provided to participants in summer programs administered by the Parks & Recreation Department.
7. \$8,150 to the CityTV - Salaries account to remediate a budget miscalculation.
8. \$28,200 to the Public Works Department - Snow Removal account for the procurement of roadway sensors for snow removal equipment.

Non-General Fund Appropriations

FY23 NON-GF APPROPRIATIONS									
Founders Ice Rink Enterprise Fund	\$ 372,490	Cable Television PEG Access Fund	\$ 420,662.78	Community Preservation Act	\$ 3,662,866	Dept.	Revolving Funds	\$ 519,500	
Personal Services	\$ 40,000	Salaries	\$ 236,034.66	Salaries	\$ 80,000	OSPCD - Planning	Planning and Zoning	\$ 75,000	
Ordinary Maintenance	\$ 91,000	Salaries & Temp. Wages	\$ 39,500	Professional & Technical Services	\$ 86,143	Council on Aging	Council On Aging	\$ 160,000	
Capital	\$ -	Overtime	\$ 9,750	Advertising	\$ 2,500	Traffic & Parking	Dedication Sign Account	\$ 2,500	
Debt Service	\$ 241,490	Fringe Benefits	\$ 50,656.12	Postage	\$ 500	Parks & Rec	SomerTime	\$ 100,000	
Special Items	\$ -	Non-Union Holiday	\$ 452	Printing	\$ 2,500	HHS	Mobile Farmers Market	\$ 45,000	
		Other P.S.	\$ -	Office Supplies	\$ 2,500	DPW	Special Events	\$ 10,000	
Sewer Enterprise Fund	\$ 28,856,300	R & M Equipment	\$ 24,950	Computer Equipment	\$ 2,500	OSPCD	Community Gardens	\$ 2,000	
Personal Services	\$ 2,032,690	Rentals	\$ -	Food Supplies	\$ 500	Arts Council	Nibble Kitchen	\$ 125,000	
Ordinary Maintenance	\$ 1,190,991	Water	\$ 120	Signs & Cones	\$ 2,500				
Capital	\$ 5,750,000	Professional & Technical Service	\$ 15,000	Conferences	\$ 3,000				
Debt Service	\$ 1,971,247	Employee Training Courses	\$ 2,500	Dues & Memberships	\$ 8,000				
Special Items	\$ 17,911,372	Legal Services	\$ 15,000	Recordings	\$ 2,500				
		Advertising	\$ 600	Princ LTD	\$ 60,000				
Water Enterprise Fund	\$ 17,514,916	Postage	\$ 150	Princ LTD	\$ 125,000				
Personal Services	\$ 1,672,372	Express/Freight	\$ 300	Int LTD	\$ 68,144				
Ordinary Maintenance	\$ 531,350	Licensing Fees	\$ 4,400	Int LTD	\$ 197,750				
Capital	\$ 3,276,500	Office Supplies	\$ 900	TR - Open Space/Rec Land Reserve	\$ 772,573				
Debt Service	\$ 1,817,696	Printing & Stationery	\$ 2,500	TR - Historic Resources Reserve	\$ 451,286				
Special Items	\$ 10,216,998	A/V Supplies	\$ 17,000	TR - Community Housing Reserve	\$ 1,618,683				
		In-State Travel	\$ 300	TR - Budgeted Reserve	\$ 386,287				
Dilboy Field Enterprise Fund	\$ 193,000	Dues & Memberships	\$ 550						
Personal Services	\$ 105,000								
Ordinary Maintenance	\$ 88,000								
Capital	\$ -								
Special Items	\$ -								
Kennedy School Pool Enterprise Fund	\$ 529,801								
Personal Services	\$ 375,301								
Ordinary Maintenance	\$ 164,500								



DEPARTMENTAL BUDGETS



City Council

The City Council is the City's legislative branch. Members are elected every two years. Four members serve at-large and seven members represent individual wards. The Council passes ordinances on a range of issues, from setting zoning laws to creating boards and commissions. It also has the power to approve or disapprove the Mayor's budget appropriations.

Somerville City Councilors

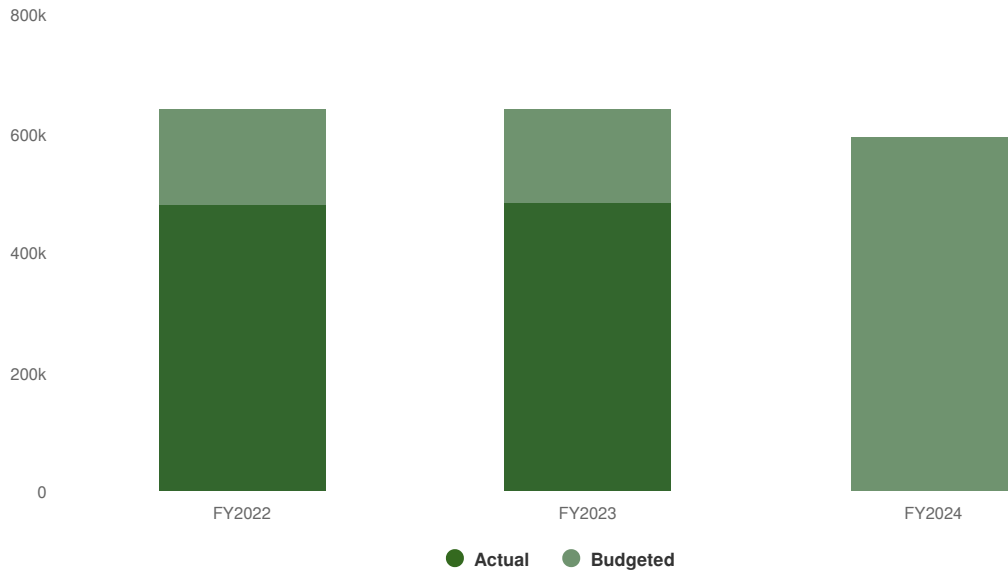


Councilor	Position
Ben Ewen-Campen (https://www.somervillema.gov/departments/board-of-aldermen/ward-3)	President 3 Councilor
Judy Pineda Neufeld (https://www.somervillema.gov/departments/board-of-aldermen/ward-7)	Vice President 7 Councilor
Kristen Strezo (https://www.somervillema.gov/departments/board-of-aldermen/at-large-1)	At-Large
Willie Burnley, Jr. (https://www.somervillema.gov/departments/board-of-aldermen/at-large-2)	At-Large
Charlotte Kelly (https://www.somervillema.gov/departments/board-of-aldermen/at-large-4)	At-Large
Jake Wilson (https://www.somervillema.gov/departments/board-of-aldermen/at-large-3)	At-Large
Matthew McLaughlin (https://www.somervillema.gov/departments/board-of-aldermen/ward-1)	Ward 1
Jefferson Thomas ("J.T.") Scott (https://www.somervillema.gov/departments/board-of-aldermen/ward-2)	Ward 2
Ben Ewen-Campen (https://www.somervillema.gov/departments/board-of-aldermen/ward-3)	Ward 3
Jesse Clingan (https://www.somervillema.gov/departments/board-of-aldermen/ward-4)	Ward 4
Beatriz Gomez Mouakad (https://www.somervillema.gov/departments/board-of-aldermen/ward-5)	Ward 5
Lance Davis (https://www.somervillema.gov/departments/board-of-aldermen/ward-6)	Ward 6
Judy Pineda Neufeld (https://www.somervillema.gov/departments/board-of-aldermen/ward-7)	Ward 7

Expenditures Summary

\$594,910 **-\$45,496**
(-7.10% vs. prior year)

City Council Proposed and Historical Budget vs. Actual



FY24 Goals

Goal
Goal 1: To the extent possible, complete all outstanding legislative work prior to the end of the term. Commit to careful review of any item older than one year to ensure that it remains relevant.
Goal 2: Streamline processes to minimize paper waste and to ensure that all members can be as prepared as possible to participate in discussions.
Goal 3: Expand public access and increase public engagement with Council and committee meetings

Budget Details

Personal Services Changes

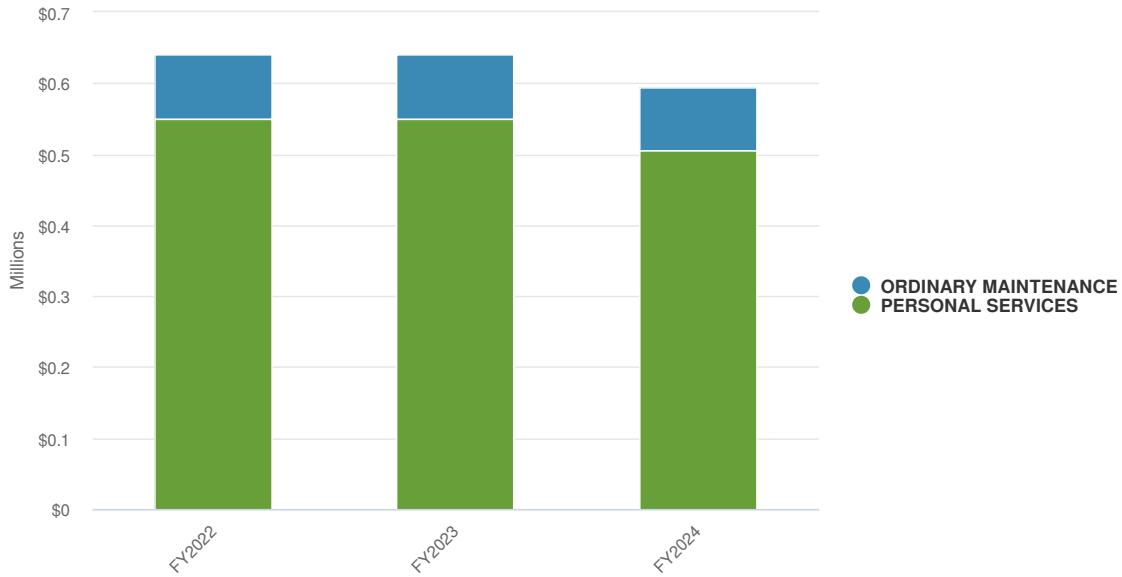
Personal Services are projected to increase by \$60,000 as funding has been allocated for staff assistance.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to decrease slightly for FY24 as some costs shift to the City Clerk budget.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES - MONTHLY	\$445,000	\$445,000	\$445,000	\$445,000
SALARIES & WAGES TEMPOR'Y		\$0	\$0	\$60,000
Total PERSONAL SERVICES:	\$445,000	\$445,000	\$445,000	\$505,000
ORDINARY MAINTENANCE				
LEGAL SERVICES	\$0	\$50,000	\$0	\$50,000
ADVERTISING	\$230	\$800	\$216	
OFFICE SUPPLIES	\$0	\$650	\$224	\$500
PRINTING & STATIONERY	\$593	\$750	\$0	\$750
FOOD SUPPLIES & REFRESHMT	\$788	\$3,160	\$1,935	\$3,160
FLOWERS & FLAGS	\$0	\$300	\$0	
IN STATE CONFERENCES	\$40	\$1,000	\$550	\$1,000
DIRECT EXPENSE-BOA	\$34,500	\$34,500	\$34,500	\$34,500
Total ORDINARY MAINTENANCE:	\$36,150	\$91,160	\$37,425	\$89,910
Total Expense Objects:	\$481,150	\$536,160	\$482,425	\$594,910

Personnel Listing

Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
City Councilor - At Large	7/1/2023	\$40,000	\$40,000
City Councilor - At Large	7/1/2023	\$40,000	\$40,000
City Councilor - At Large	7/1/2023	\$40,000	\$40,000
City Councilor - At Large	7/1/2023	\$40,000	\$40,000
City Councilor - Ward 1	7/1/2023	\$40,000	\$40,000
City Councilor - Ward 2	7/1/2023	\$40,000	\$40,000
City Councilor - Ward 3 (President)	7/1/2023	\$45,000	\$45,000
City Councilor - Ward 4	7/1/2023	\$40,000	\$40,000
City Councilor - Ward 5	7/1/2023	\$40,000	\$40,000
City Councilor - Ward 6	7/1/2023	\$40,000	\$40,000
City Councilor - Ward 7	7/1/2023	\$40,000	\$40,000



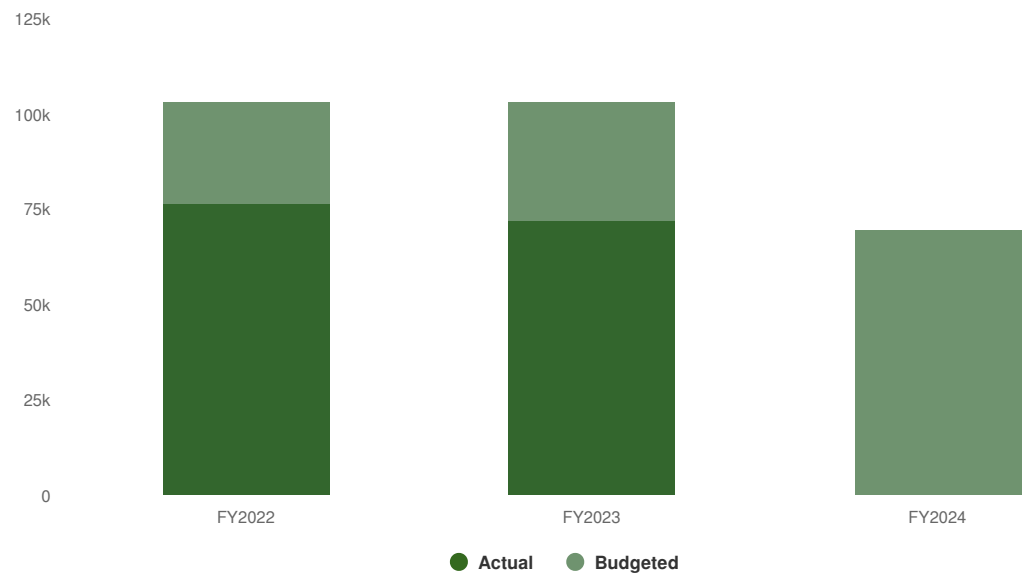
Clerk of Committees

The Clerk of Committees provides clerical support to the City Council's committees, preparing correspondence, keeping records of items of business before the committees, providing notice of committee meetings, and preparing the agenda and minutes for each committee meeting. In addition, the Clerk of Committees is responsible for preparing and delivering all orders, ordinances, and resolutions to the City Clerk.

Expenditures Summary

\$69,764 **-\$33,195**
(-32.24% vs. prior year)

Clerk of Committees Proposed and Historical Budget vs. Actual



FY24 Goals

Goal	Measure of Progress
Goal 1.1: Provide consistent administrative support for all Committees of the City Council	-Publish City Council Committee agendas in compliance with the Open Meeting Law
Goal 1.2: Provide consistent administrative support for all Committees of the City Council	-Publish City Council Committee minutes within 2 business days of the meeting



Budget Details

Personal Services Changes

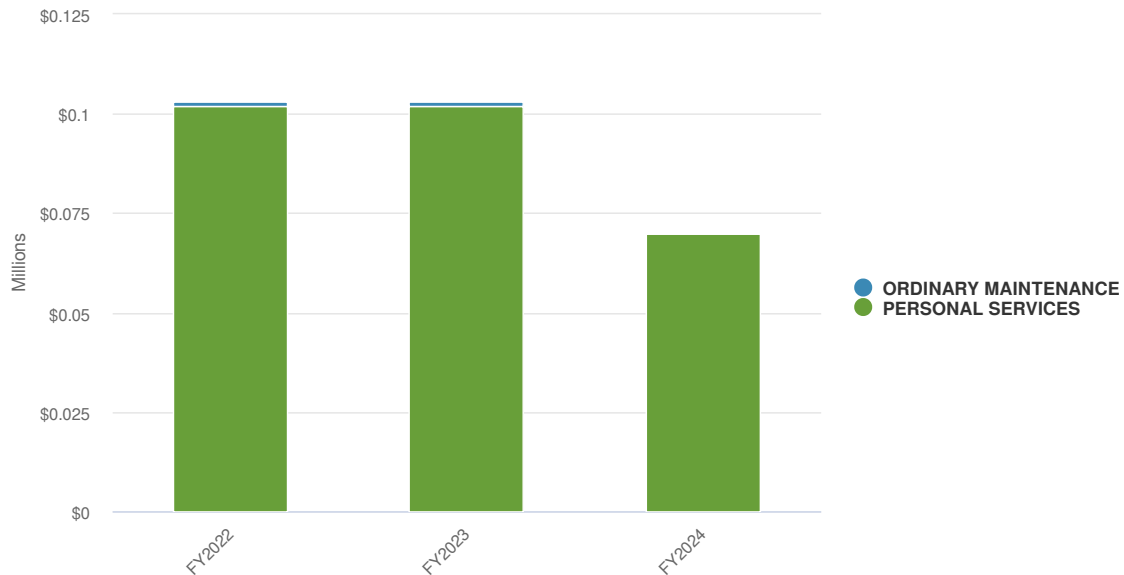
Personal Services are projected to be down 29% for FY24.

- Adjusted to reflect hourly pay structure and actual hours worked.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to decrease by \$1,000, as costs shift to the City Clerk budget for FY24.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES - MONTHLY	\$75,679	\$97,784	\$71,820	\$69,764
Total PERSONAL SERVICES:	\$75,679	\$97,784	\$71,820	\$69,764
ORDINARY MAINTENANCE				
PRINTING & STATIONERY	\$0	\$250	\$0	
FOOD SUPPLIES & REFRESHMT	\$405	\$750	\$0	
Total ORDINARY MAINTENANCE:	\$405	\$1,000	\$0	
Total Expense Objects:	\$76,084	\$98,784	\$71,820	\$69,764

Personnel Listing

Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1200 Employee (Legislative Clerk)	7/1/2023	\$35,694	\$35,694
Assistant Clerk of Committees	7/1/2023	\$17,035	\$17,035
Clerk of Committees	7/1/2023	\$17,035	\$17,035



Executive Office

Katjana Ballantyne

Mayor

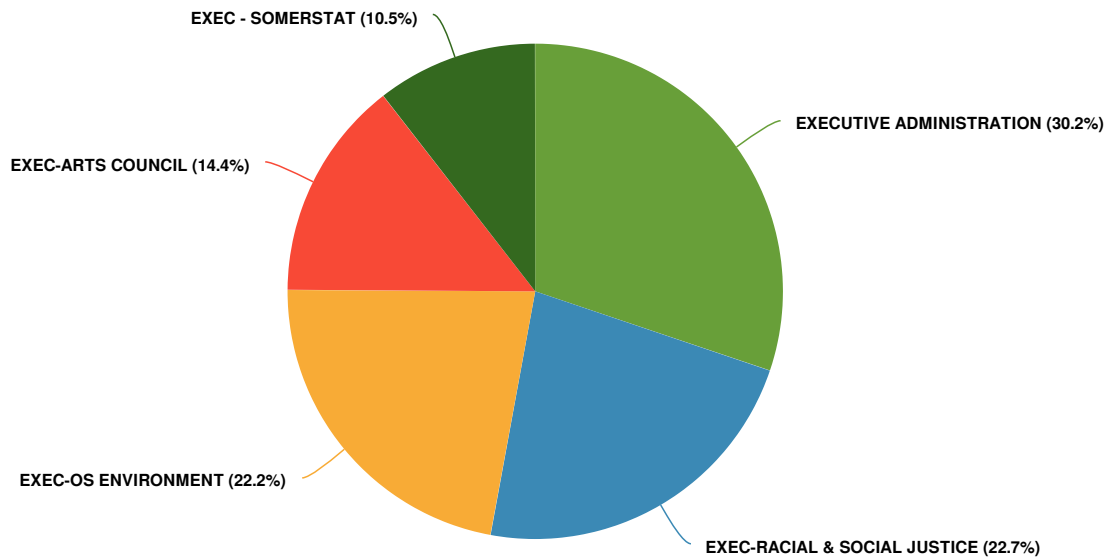
Executive Office Organizational Chart

Executive Office Organization Chart

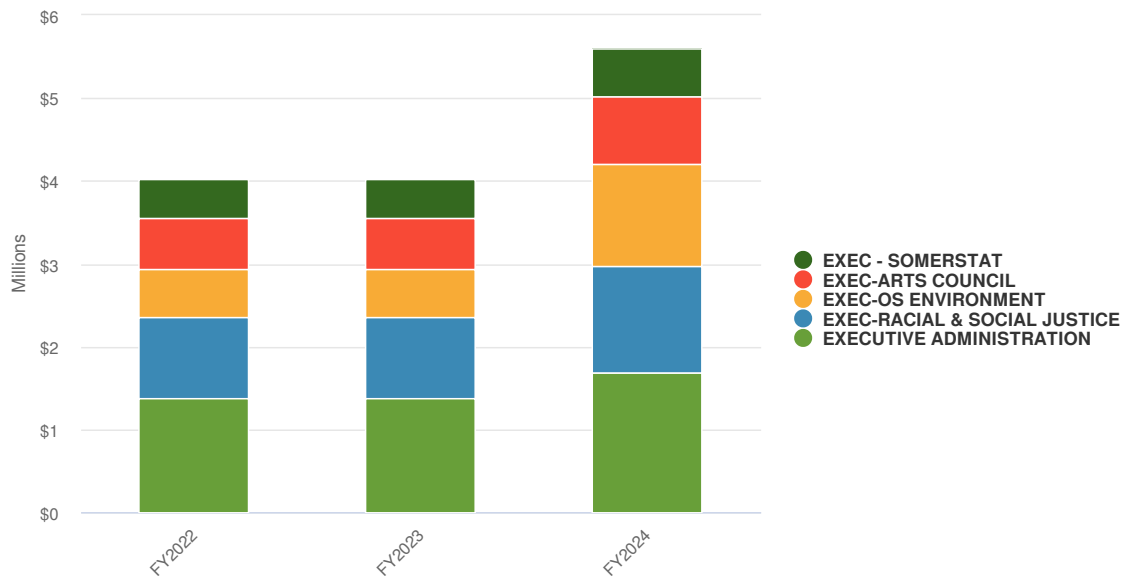


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Administration - Executive Office

Nikki Spencer
Chief of Staff

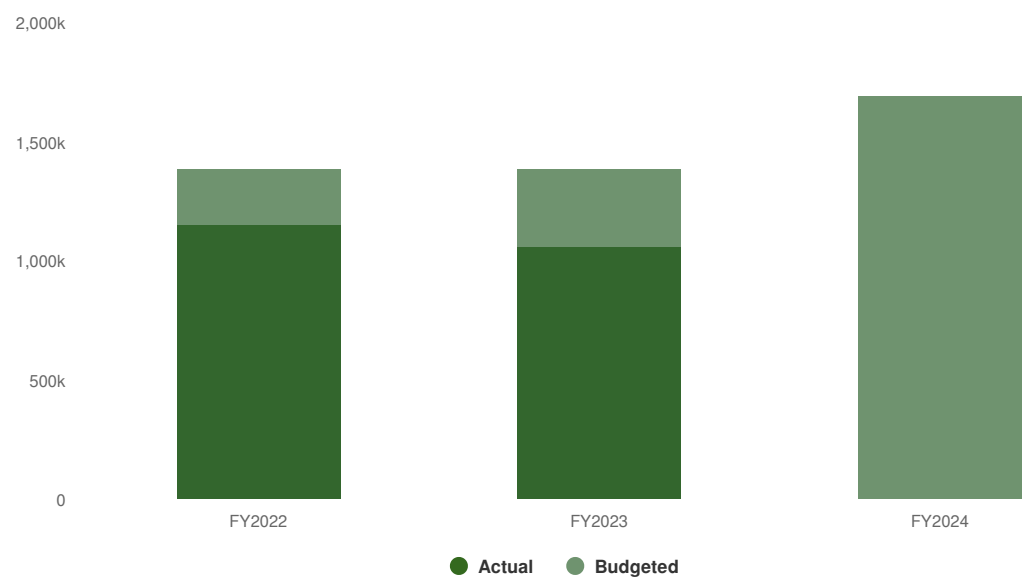
The City of Somerville envisions an inclusive, equitable city where we thrive together. We strive to provide exceptionally responsive, fiscally responsible, and efficient public services in support of a safe, healthy, and thriving community. We embrace innovation, practice data-based and systems-informed decision making, engage residents in government, and anchor all of our efforts on the principles of equity, transparency and access. We're committed to ensuring that Somerville is an attractive, active, diverse, accessible, and environmentally responsible city with a sustainable quality of life for our residents and businesses. Somerville serves as a regional and national leader in building a community that is a great place for all to live, work, play, raise a family, and age in place.

Expenditures Summary

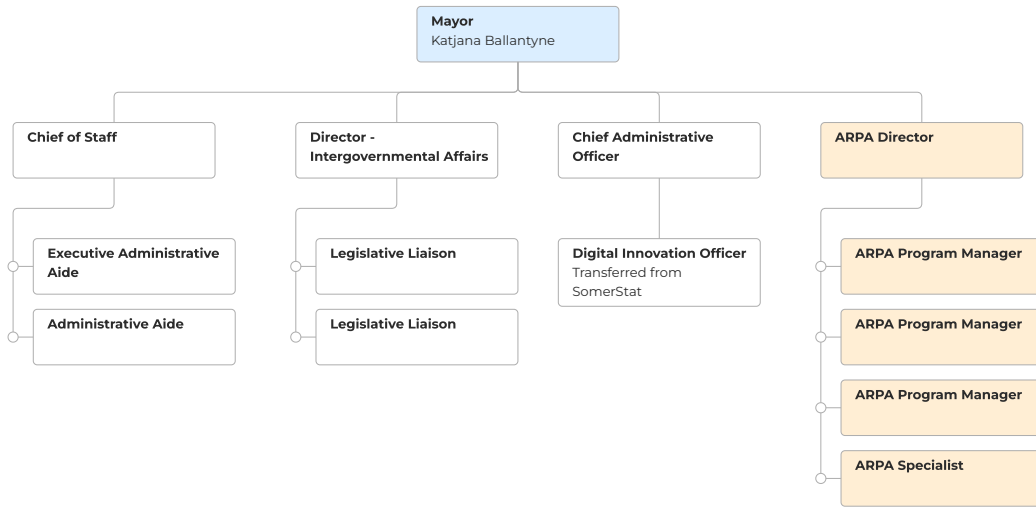
\$1,692,801

\$307,447
(22.19% vs. prior year)

Executive - Administration Proposed and Historical Budget vs. Actual



Organizational Chart



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Continue investment in long-term recovery from COVID, including planning for end of ARPA funds.	Ongoing analysis of long-term COVID recovery strategies along with plan for sustainability and evaluation of different ARPA funded initiatives.
Goal 2: Strategic review and scaling of City systems with the goal of modernizing the way we provide high quality services to residents while improving the experience of City workers.	Improved efficiency of financial and operational systems that impact our day-to-day services. Measured by surveys of staff and metrics related to increased ease of use.
Goal 3: Lead major interdepartmental / City-wide initiatives included but not limited to: launch of overdose prevention center; implementation of results of Public Safety for All Task Force; steps toward community and teen spaces; UBI; and more.	Lead and coordinate departments in successful implementation of complex City-wide initiatives

Update on FY23 Goals

Goal	Status
Goal 1: Invest in the City's recovery and long-term success by implementing policies and process improvements that benefit all City residents, but particularly those severely impacted by COVID-19.	Ongoing – through strategic use of FY23 budget and ARPA dollars, made major investments in public health response, basic needs, and improvements to resiliency of City.
Goal 2: Hire a Chief Administrative Officer to begin to modernize City systems with the goal of providing high quality services to residents while improving the experience of City workers.	Complete - CAO hired and internal operations review has begun.

Budget Details

Personal Services Changes

Personal Services are projected to increase slightly, with no major changes.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 100% for FY24.

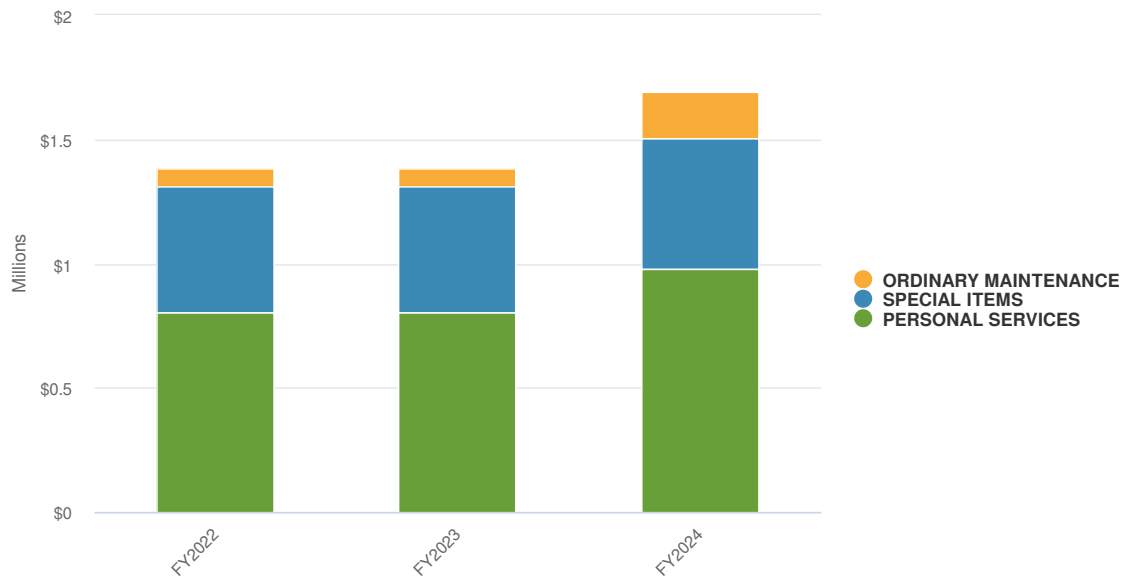
- OM budget further adjusted in anticipation of memorialization ceremonies, engagement with constituents, and in-person activities in the Mayor's Office.
- OM budget includes a substantial increase in P&T to assist the CAO in analyzing and improving City systems.

Special Items Changes

Special Items are projected down 3% for FY24

- Youth Employment stays even at \$470,000. While FY23 had a significant unspent funds in this category, the demand for summer jobs remains high and the team is working to continually improve and adjust the program to better fit needs of youth.
- Charter Reform Study line includes funding for wrap up of process and support in next steps.
- Official Celebrations line increased due to high popularity of events over past year.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$657,806	\$876,822	\$721,349	\$973,101
SALARIES & WAGES TEMPOR'Y	\$102,007	\$15,000	\$13,356	
HOLIDAYS NON-UNION	\$5,173	\$1,685	\$1,526	\$6,350
Total PERSONAL SERVICES:	\$764,986	\$893,507	\$736,230	\$979,451
ORDINARY MAINTENANCE				
MAINT CONTRACT-OFFC EQUIP	\$1,963	\$2,500	\$2,009	\$2,500

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
RENTAL-WATER COOLER	\$64	\$120	\$85	\$150
PROFESSIONL & TECHNCL SVC	\$2,439	\$23,000	\$2,798	\$110,000
OFFICE SUPPLIES	\$709	\$3,000	\$1,125	\$3,000
PRINTING & STATIONERY	\$0	\$3,000	\$57	\$3,000
OFFICE FURNITURE	\$0		\$1,925	
FOOD SUPPLIES & REFRESHMT	\$360	\$5,000	\$3,765	\$5,000
OTHER SUPPLIES	\$216	\$2,000	\$0	\$2,000
MAGAZINES,NEWS,SUBSCRIPTS	\$509	\$1,000	\$375	\$1,000
FLOWERS & FLAGS	\$497	\$500	\$0	\$500
BADGES, EMBLEMS, TROPHIES	\$0	\$2,000	\$0	\$7,000
IN STATE CONFERENCES	\$611	\$500	\$126	\$500
OUT OF STATE TRAVEL	\$2,199	\$3,000	\$2,962	\$3,000
OUT OF STATE CONFERENCES	\$1,500	\$2,000	\$28	\$2,000
DUES AND MEMBERSHIPS	\$41,035	\$46,200	\$41,487	\$48,700
Total ORDINARY MAINTENANCE:	\$52,103	\$93,820	\$56,742	\$188,350
SPECIAL ITEMS				
SUMMER YOUTH EMPLOYMENT	\$160,502	\$470,000	\$224,645	\$470,000
PROFESSIONAL & TECHNCL SVC	\$99,882	\$10,000	\$0	
OFFICIAL CELEBRATIONS	\$16,428	\$25,000	\$11,281	\$35,000
CHARTER REFORM STUDY	\$48,274	\$35,000	\$28,525	\$20,000
Total SPECIAL ITEMS:	\$325,086	\$540,000	\$264,451	\$525,000
Total Expense Objects:	\$1,142,174	\$1,527,327	\$1,057,423	\$1,692,801

Professional & Technical Services

Project/Allocation	Estimate
Mayoral Summits (Ex. Non-profit, workforce)	\$ 5,000
Staff professional development	\$ 5,000
Assist the CAO in the review of current systems being used across departments. Work on advancing efficiency in the use of data, strategic planning, and information to drive decisions and assist with city-wide practices, protocols, and processes.	\$ 100,000

Personnel Listing

FTE	Grade Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU10 Administrative Aide	7/1/2023	\$70,358	\$70,910
1	NU1 Chief Administrative Officer	7/1/2023	\$177,554	\$178,237
1	NU3 Chief of Staff	7/1/2023	\$146,279	\$147,427
1	NU4 Director of Intergovernmental Affairs	7/1/2023	\$119,068	\$120,002
1	NU9 Executive Administrative Aide	7/1/2023	\$84,462	\$84,787
1	NU7 Legislative Liaison	7/1/2023	\$99,591	\$100,372
1	NU7 Legislative Liaison	7/1/2023	\$95,724	\$96,475
1	Mayor	7/1/2023	\$180,696	\$182,114



SomerStat

Anna Gartsman
SomerStat Director

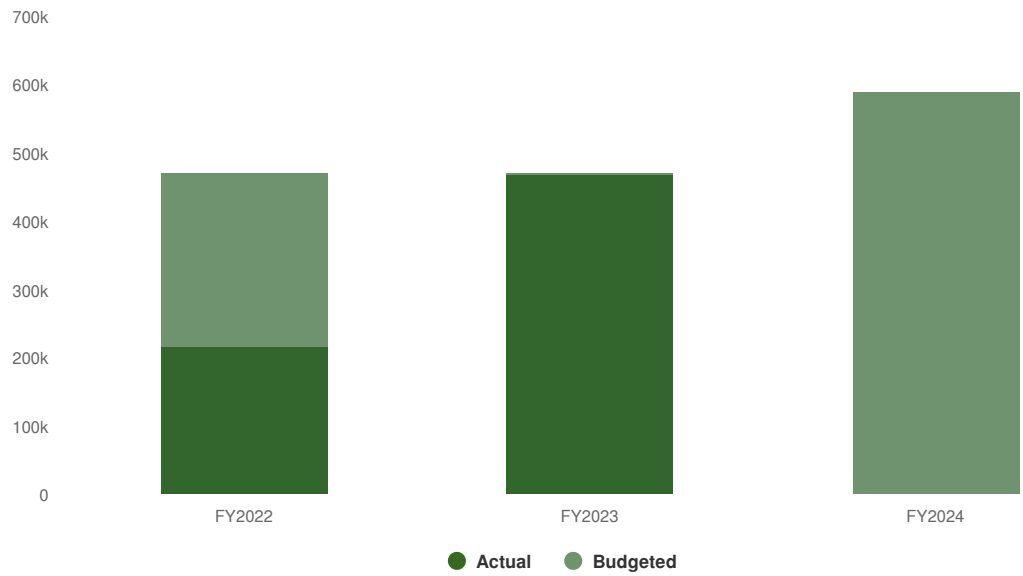
SomerStat is a performance management team working within the Mayor's Office in the City of Somerville. SomerStat integrates data into City decision-making; supports the operations of City departments; contributes to the City's policy planning and implementation; and increases governmental transparency by sharing data with the community.

Expenditures Summary

\$589,349

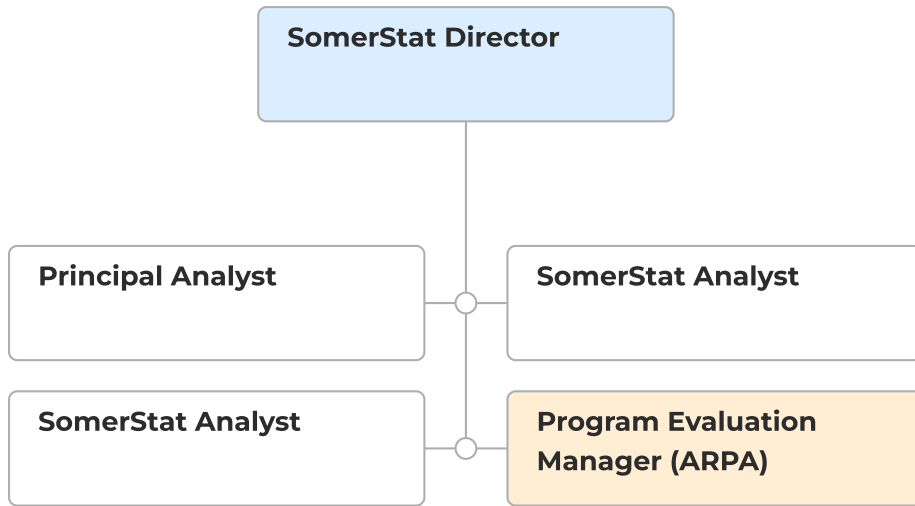
\$117,846
(24.99% vs. prior year)

SomerStat Proposed and Historical Budget vs. Actual



Organizational Chart

SomerStat



FY24 Goals & Measures of Progress

Goal	Measure of Progress
<p>Goal 1: Open Data Management. Maintain a robust Open Data Portal at https://data.somervillema.gov/, with data from across all areas of municipal government; continually create information from operational data.</p>	<ul style="list-style-type: none"> ◦ Release Happiness Survey 2011 to 2023 data re-processed to prioritize protecting participant privacy and ease of longitudinal analysis. ◦ Assess and update other data sources on the Open Data Portal; review and update documentation; set up update cadence. ◦ Add Tableau Public visualizations in collaboration with other City departments to provide meaningful and clear information/metrics in addition to granular data.
<p>Goal 2: Data Collection and Program Evaluation Standardize data collection and program evaluation across the City (starting with ARPA programs and applying to all other City programs), implementing a standard of continuous measurement and evaluation of success.</p>	<ul style="list-style-type: none"> ◦ Analyze and report on Happiness Survey 2023 results as well as changes over COVID (2019 and 2021 data collection years). ◦ Conduct an inventory of public-facing forms and begin development of templates/guides to standardize forms. ◦ Develop a general evaluation framework for ARPA programs. ◦ Conduct program evaluations for ARPA programs ending in FY23, and monitor FY24 programs
<p>Goal 3: Performance Management & Reporting Maintain a high-level, public SomerVision 2040 tracker with annual updates towards goals, including for vulnerable populations where applicable. Develop reporting for other high-level strategic and visioning documents to supplement.</p>	<ul style="list-style-type: none"> ◦ Develop a first iteration of SomerVision 2040 tracker with an initial version of every high-level metric.
<p>Goal 4: Organizational capacity & information building. Support the city's analysis work across teams; produce training materials as needs develop; continually monitor gaps in analytical systems and work to address them.</p>	<ul style="list-style-type: none"> ◦ Provide data collection, analysis, and reporting support to other City departments. ◦ Develop and expand intern programs ◦ Continue development of internal resources for standardizing approaches to data source selection, new data collection, program evaluation, and comparative analysis.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Collaborate with the Mayor's Office and City departments to benchmark current City data and workflows, and to strategize opportunities for innovation and transformation.	Worked with other City Departments to support use of data for research and performance reporting, and identified several COVID-era adaptations and innovations that need to be systematized and brought into a more sustainable form in the post-pandemic era. Included investigation into data pipelines and workflows, improvements to the Happiness Survey (both design and data processing); standardization of survey data collection and analysis support across the City; and creating or developing data from operational systems.	Complete
Goal 2: Work with departments to establish systems that teams can use to improve their workflows, deliver services more efficiently, and set goals and measure progress towards them.	Developed methods with leadership to communicate goals and create metrics to track progress, and partner with Departments and staff to streamline systems and adapt new processes and technologies. Worked on several platform coordination efforts (e.g. moving to Zoom!); developed processes to identify and document gaps; began efforts to standardize program evaluation efforts in the City (starting with ARPA -funded programs).	Complete
Goal 3: Use innovative analytic methods and data visualization to increase transparency of City's progress toward its strategic goals and priorities, including: Racial and Social Justice, SomerVision, Vision Zero, Climate Forward, COVID-19 response and recovery, and the Mayor's priorities.	Reassessed current dashboards, city webpages, and public data documentation to determine effectiveness and strategize updates and/or new dashboards and metrics systems. As a result, took on simplification efforts (e.g. created a simpler, more informative Infectious Illness Dashboard [link]); moved to Tableau for data visualization and dashboarding; removed outdated Data Farm site and associated visualizations; and developed a plan for a SomerVision 2040 tracker.	Complete

Budget Details

Personal Services Changes

Personal Services are projected up 16% for FY24.

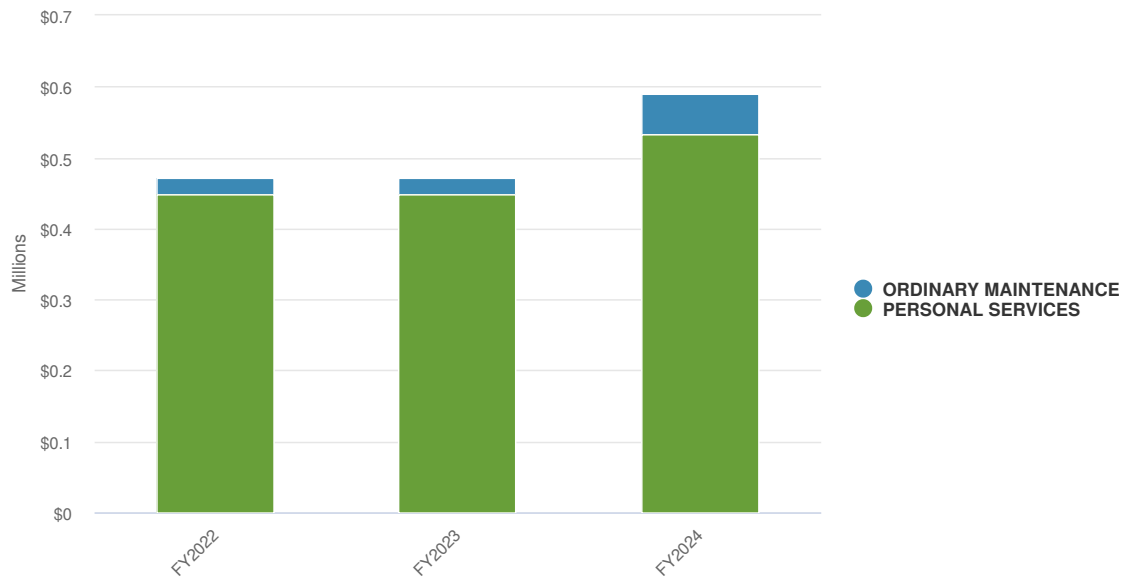
- Much of the increase is due to full-year funding of several of last year's vacant positions.
- Additional funds have been added to support temporary staffing (intern) positions.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected down 20% or approximately \$15,000 for FY24.

- Off-year for the biennial Happiness Survey means reduced Printing & Stationary and Professional & Technical Services lines.
- Professional & Technical Services line has been further reduced (to be replaced with temporary staffing personal services line above).
- Office furniture line has been added (\$28,000) as a one-time expense for equipping the workspace with functional work stations.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$194,891	\$457,908	\$443,160	\$488,637
SALARIES & WAGES TEMPORARY	\$5,995		\$0	\$40,000
HOLIDAYS NON-UNION	\$916	\$880	\$899	\$3,912
OTHER LUMP SUM PAYMENTS	\$13,032		\$0	
Total PERSONAL SERVICES:	\$214,834	\$458,788	\$444,058	\$532,549
ORDINARY MAINTENANCE				
RENTAL-WATER COOLER	\$59	\$200	\$85	\$200
PROFESSIONAL & TECHNICAL SVC	\$163	\$40,000	\$142	\$10,000

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
EMPLOYEE TRAINING COURSES	\$0	\$3,000	\$0	\$4,750
SOFTWARE SERVICES		\$10,000	\$1,235	\$5,000
OFFICE SUPPLIES	\$41	\$600	\$0	\$600
STATIONERY		\$17,000	\$20,746	\$3,000
OFFICE FURNITURE NOT CAPITALIZ			\$0	\$28,000
IN STATE CONFERENCES		\$500	\$3,360	\$5,000
DUES AND MEMBERSHIPS			\$0	\$250
Total ORDINARY MAINTENANCE:	\$262	\$71,300	\$25,568	\$56,800
Total Expense Objects:	\$215,096	\$530,088	\$469,627	\$589,349

FY24 Professional & Technical Services

Project/Allocation	Estimate
Data, coding, & design support	10,000

Personnel Listing

FTE	Grade Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU9 Analyst	7/1/2023	\$84,462	\$85,125
1	NU9 Analyst	7/1/2023	\$84,462	\$85,125
1	NU8 Digital Innovation Officer	7/1/2023	\$101,459	\$102,255
1	NU4 Director of SomerStat	7/1/2023	\$126,355	\$127,347
1	NU8 Principal Analyst	7/1/2023	\$91,895	\$92,616

Arts Council



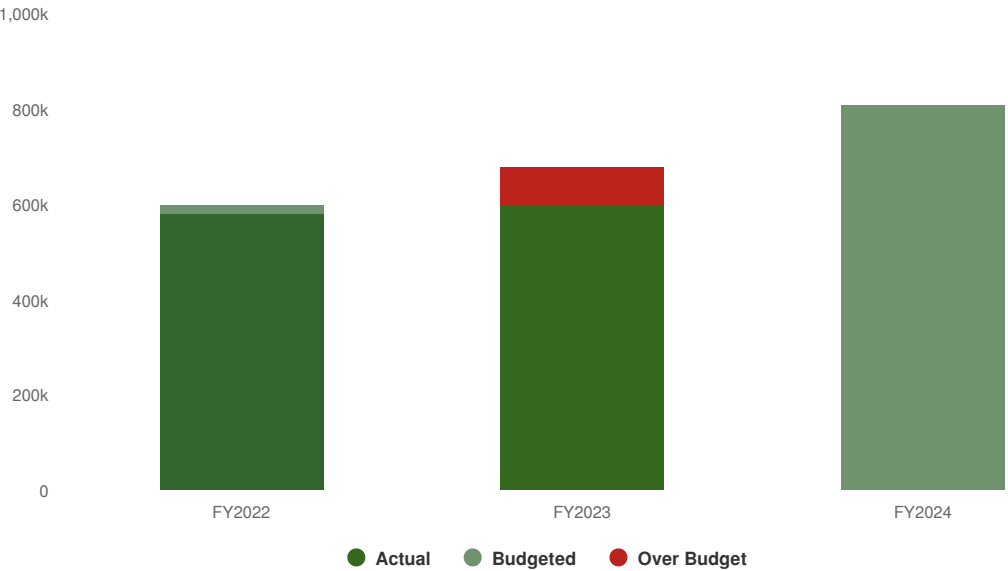
Gregory Jenkins
Director

The mission of the Somerville Arts Council is to cultivate and celebrate the creative expressions of the Somerville community. Through innovative collaborations and quality programming, we work to make the arts an integral part of life reflective of our diverse city.

Expenditures Summary

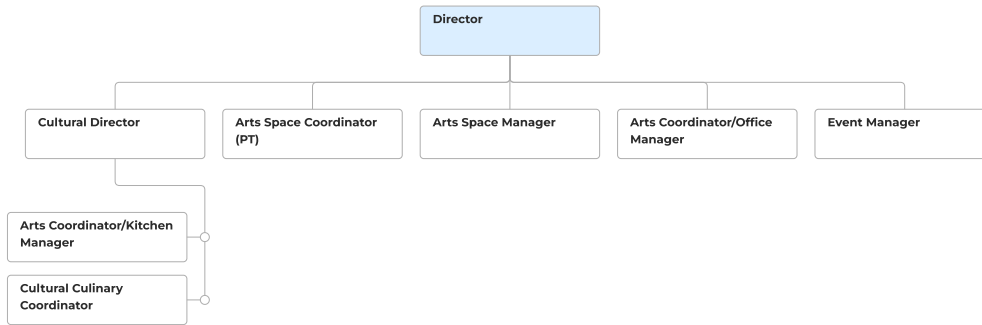
\$806,721 **\$206,186**
(34.33% vs. prior year)

Arts Council Proposed and Historical Budget vs. Actual



Organizational Chart

Arts Council



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Conduct a City-wide Cultural Planning process, inclusive of multiple stakeholders, that ensures the arts are embedded in the City fabric, creating stability and expansion from production to distribution	Conduct a second round of conversations specific to emerging themes discovered during work in FY 23. Draft report recommendations. Hold city wide forums in Q2 and Q3 to build further capacity.
Goal 2: Create a new grant category to support arts and cultural nonprofits in Somerville. Emerging from City nonprofit summit to support that sector and emerge from Covid, support infrastructure for the sector. Aligned with SomerVision to support small business development in City.	Q1, develop guidelines, policy, review criteria, issue grant application. Q2, review applications, issue contracts, issue payments. Q4 receive final reports.
Goal 3: Develop dance/movement space for community; create equitable access; expand the community's ability to support their professional development, rehearsals, and low barrier performance space.	By Q1, secure lease, conduct build out. By Q2 have all systems, policies, scheduling software, etc. and activity up and running.
Goal 4: Continued work on our Arts Space agenda, related to the outcomes from the MAPC art space report, new staff hire, and further collaborative initiatives with OSPCD and Arts community. Increase the net square footage of new arts space from base of 2022.	Working with developers, OSPCD, and community declare 200,000 sq ft expansion of new space since 2022
Goal 5: Continue to support immigrant entrepreneurs through our Nibble work. Support two new entrepreneurs in the kitchen with workforce development. Help to support two fy23 entrepreneurs with their new business venture. And conduct low risk opportunities, i.e. cooking classes, festival popups, etc, with new cohort (8 individuals who participated in training program)	Support two new entrepreneurs as they onboard in Kitchen for robust sales. Support two prior entrepreneurs as they graduate from FY23 work in the kitchen. Help them secure new space/opportunities. Support 8 entrepreneurs who took the NEP program for low risk development with cooking classes, vending at festivals, popups, etc.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1.1: Conduct a City-wide Cultural Planning process, inclusive of multiple stakeholders, that ensures the arts are embedded in the City fabric, creating stability and expansion from production to distribution	-Develop a robust database of all arts sectors	Ongoing. Both internally and with MAPC in regional study
Goal 1.2: Conduct a City-wide Cultural Planning process, inclusive of multiple stakeholders, that ensures the arts are embedded in the City fabric, creating stability and expansion from production to distribution	-Establish a cultural plan with policy recommendations that are specific to needs and assets of the community	Ongoing: Hired consultant firm; developed scope; hired community ambassadors. Held trainings, formed an advisory group. Held 30 community conversations. Conducted mid point synthesis public forum.
Goal 1.3: Conduct a City-wide Cultural Planning process, inclusive of multiple stakeholders, that ensures the arts are embedded in the City fabric, creating stability and expansion from production to distribution	-Ensure that stakeholders of the plan are beyond the arts community and incorporate multiple sectors, ie. business, education, planning and development	Developed multi language survey to recruit ambassadors. Have included meetings around nightlight, venues, BIPOC, immigrant communities.
Goal 2.1: Revise zoning and development policies to ensure stability and opportunities for art related production and commerce. Finalize alignment of arts-related uses relating to new zoning ordinance	-Ensure breadth of stakeholders to revise zoning and policies to ensure tangible stability in key arts studio spaces	Ongoing: Finalizing ACE definition changes. New Artist Live Work policies. Developing ongoing reports to community.
Goal 2.2: Revise zoning and development policies to ensure stability and opportunities for art related production and commerce. Finalize alignment of arts-related uses relating to new zoning ordinance	-Refine policies to create expanded opportunities in set asides within the City's transformative districts	Ongoing: Need to continue work with Econ Division to develop specific policies on set asides in new development. Established working meetings, etc.
Goal 2.3: Revise zoning and development policies to ensure stability and opportunities for art related production and commerce. Finalize alignment of arts-related uses relating to new zoning ordinance	-Expand arts related spaces by 15% determined through ongoing database and expanded set asides	Ongoing: Space offerings with Taza building ongoing. Helped to support move of Parts and Crafts; working with a visual art group in Bow St. space. Ongoing.
Goal 2.4: Revise zoning and development policies to ensure stability and opportunities for art related production and commerce. Finalize alignment of arts-related uses relating to new zoning ordinance	-Hire staff member to serve as liaison to Arts Council, Planning Dept., and developers	Complete/Ongoing: Hired Arts Space manager. Establishing meetings with OSPCD P & Z and Econ Divisions. Developing bi-weekly newsletters to provide more transparency in work.
Goal 3: Create agreements with developers around public art and temporary rehearsal spaces, develop agreements with OSPCD PSUF, and create public art at Gilman TPSS site	-Complete public art projects with new development; conduct process for Gilman TPSS public art	Complete/On hold: Developed RFQ and RFP process. Reviewed 30 applicants; chose 3 finalists to develop final proposals. Chose artist team. Work on hold due to MBTA.

Budget Details

Personal Services Changes

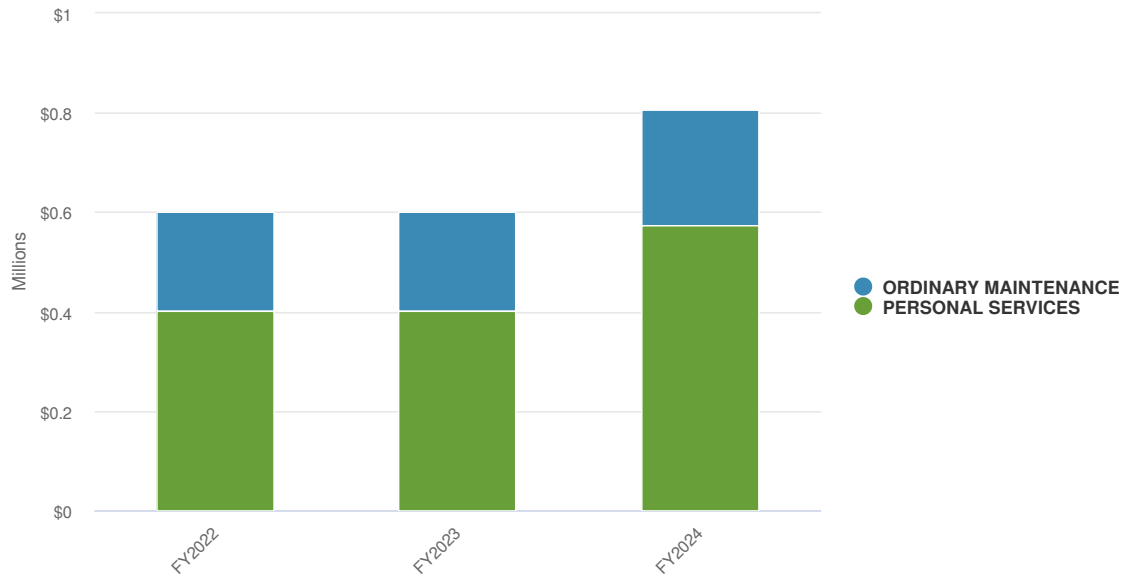
Personal Services are projected up 15% for FY24.

This budget includes a new part-time (19 hrs/wk) position, Arts Space Coordinator.

Ordinary Maintenance Changes

Ordinary maintenance costs have increased \$35,000 to support Art Space initiatives.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$379,006	\$495,666	\$476,884	\$565,545
OVERTIME	\$2,500	\$3,000	\$3,000	\$3,000
HOLIDAYS NON-UNION	\$2,780	\$947	\$752	\$4,051
Total PERSONAL SERVICES:	\$384,286	\$499,613	\$480,636	\$572,596
ORDINARY MAINTENANCE				
PROFESSIONL & TECHNCL SVC	\$198,125	\$198,125	\$197,671	\$233,125
OFFICE SUPPLIES	\$831	\$1,000	\$998	\$1,000
Total ORDINARY MAINTENANCE:	\$198,956	\$199,125	\$198,669	\$234,125
Total Expense Objects:	\$583,241	\$698,738	\$679,305	\$806,721

FY24 Professional & Technical Services

Arts Council Professional & Technical Services funding is used to support programs and events across the City such as ArtBeat, Fluff Festival, and SomerStreets.

Personnel Listing

FTE	Grade Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU11 Special Events Manager	7/1/2023	\$70,300	\$70,851
1	NU6 Director of Arts Council	7/1/2023	\$114,142	\$115,037
1	NU9 Cultural Director	7/1/2023	\$86,151	\$86,827
0.6	NU13 Cultural Culinary Coordinator	7/1/2023	\$50,678	\$51,076
1	NU10 Arts Development Manager	7/1/2023	\$73,201	\$73,775
1	NU11 Arts Coordinator and Kitchen Manager	7/1/2023	\$67,570	\$68,100
1	NU11 Arts Coordinator	7/1/2023	\$68,921	\$69,462
5	(NEW) Arts Space Coordinator (PT 19hrs)	7/1/2023	\$34,580	\$34,713

Office of Sustainability & Environment



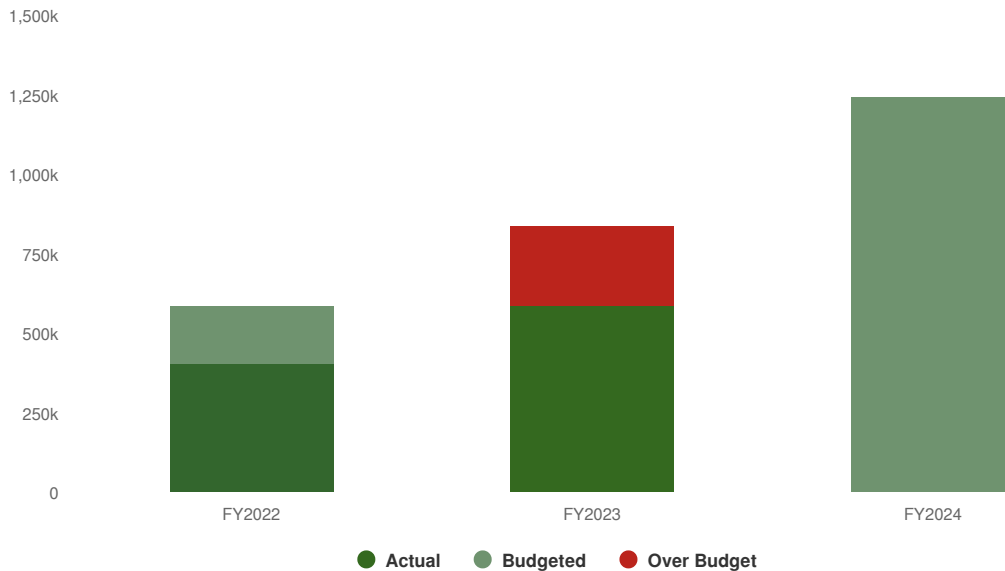
Christine Blais
Director

The mission of the Mayor's Office of Sustainability and Environment is to develop and implement policies and programs that minimize environmental impacts and greenhouse gas emissions, build resiliency, and increase equity, enabling a healthy and enjoyable environment for all the people of Somerville and a responsible City government.

Expenditures Summary

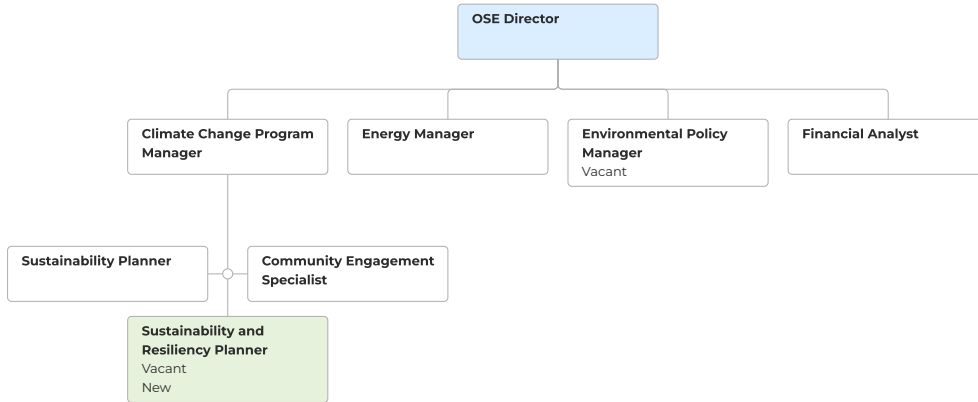
\$1,244,151 **\$653,297**
(110.57% vs. prior year)

Office of Sustainability & Environment Proposed and Historical Budget vs. Actual



Organizational Chart

OSE Organizational Chart



FY24 Goals & Measures of Progress

Goal	Metric
Increase Community Choice Electricity 100% Local Green enrollment to 1,200 (1,048 as of Feb 2023 billing cycle).	Number of participants
Consistently track sustainability/ resiliency requirements of development review to understand how development review contributes to the City's climate goals.	Trackable metrics and tracking consistency
Present the Vehicle Purchasing Policy to Mayor Ballantyne for adoption.	Policy memorandum
Conduct a feasibility study for the Eversource pilot underground transformer electrification project to determine viability and potential sites.	Study results
Present the final version of the updated Climate Forward plan to the City Council for adoption.	Report PDF/slides
Set up systems for collection of electric vehicle charging station revenue (Charge4Charge).	Internal work plan

Update on FY23 Goals

Reduce energy consumption of City buildings by 10%	Off Track	65%	<p>There were five primary projects identified as contributors to the goal of reducing emissions of City buildings by 10% in FY23. Each of the projects has experienced delays, reducing the estimated savings by 3.5% to 6.5% mmBTU of total municipal operation emissions.</p> <ul style="list-style-type: none"> Contractual issues caused Honeywell control systems to be partially deactivated. Reactivation took longer than anticipated. Some building systems are still not operating at improved levels over FY22. The controls projects at West Somerville Neighborhood and Healey Schools are each taking longer than expected. The Department of Public Works facility upgrade project was reprioritized and will be on hold for the foreseeable future. The Somerville High School Solar array is installed, but we are experiencing delays that will push activation of the system beyond FY23. <p>This breaks out into building electricity (11.8% reduction YOY) and gas (1.9% reduction YOY).</p>
Engage 50 new Somerville residents in meaningful climate engagement programs	Complete	100%	<ul style="list-style-type: none"> After a three-year hiatus due to COVID-19, SustainVille Week made a triumphant return and saw 300+ attendees at events. After a pause due to staff turnover, the Climate Ambassador Program returned with a cohort of 25 residents. OSE has attended, organized, and presented at several events, including collaborations with West Branch Library to host an Eco Anxiety series (67 attendees) and the Council on Aging to host two How to Read Your Electric Bill events (10 attendees), engaging a local business for lunch and learn (20 attendees), hosting tables at Community Meetings, SomerStreets events, meeting with community groups, and more. OSE released monthly SustainaVille Newsletters. The newsletter saw an 11% increase in subscribers from LY. It averages a 50% open rate. OSE continuously responds to public inquiries. The Community Engagement Specialist and Climate Change Program Manager have received 60+ phone calls about various issues, notably, Community Choice Electricity. OSE hosted the Mayor's Youth Climate Justice program for half a day and will expand on it in FY24. OSE continued to build relationships with community groups and will expand these efforts throughout the Climate Forward update.
Increase renewable energy generation by 50%	Off Track	80%	<p>The Somerville High School solar array is installed, but we are experiencing delays that will push activation of the system beyond FY23.</p>

Budget Details

Personal Services Changes

Personal Services are projected up 16% for FY24.

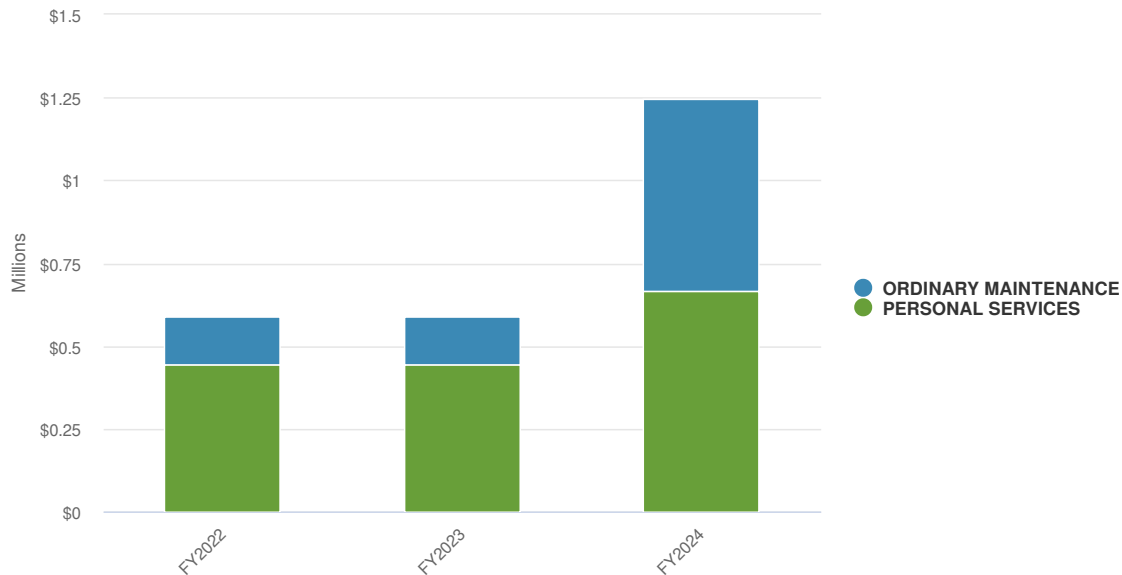
- The Office of Sustainability and Environment is requesting to create a new Sustainability Planner position. This position will primarily focus on reducing emissions in buildings significantly by 2030, as well as improving resiliency communitywide, prioritizing flooding and heat impacts and working closely with Health and Human Services.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected down 11% or approximately \$69,000 for FY24.

- \$148,791.83: Continuation and expansion of existing contract with KLA to complete the Climate Forward update. The project experienced unanticipated delays and the extension will allow us to maintain the community engagement component.
- \$120,000: We are relaunching the school organic waste disposal pilot program to resolve issues identified in the first iteration before rolling the program out more broadly.
- \$100,000: The Office is requesting funding for two feasibility studies. The first study will help identify viable sites to launch a first of its kind pilot electrification initiative in collaboration with Eversource designed to bridge the gap multifamily building owners may face when electrifying their home energy systems. The second study will build upon a recently released report completed by HEET to identify sites for geothermal projects in Somerville.
- \$75,000: Citywide Electric Vehicle Plan Consultant: The Office did not receive responses for the consultant this year. Based on feedback, the Office has refined the scope of work and is requesting an increase in the budget to re-publish the request for proposals.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$338,307	\$570,684	\$484,579	\$685,022
SALARIES & WAGES TEMPORARY			\$4,995	\$5,000
OVERTIME				\$4,000
HOLIDAYS NON-UNION	\$2,173	\$1,100	\$1,022	\$5,230

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Total PERSONAL SERVICES:	\$340,479	\$571,784	\$490,596	\$699,252
ORDINARY MAINTENANCE				
PROFESSIONL & TECHNCL SVC	\$42,370	\$558,000	\$281,048	\$459,864
EMPLOYEE TRAINING COURSES		\$360	\$4,075	\$6,610
ADVERTISING	\$35	\$35,535	\$11,821	\$30,500
CUSTODIAL DETAIL			\$389	
POSTAGE	\$0	\$100	\$0	\$300
OFFICE SUPPLIES	\$901	\$3,000	\$2,099	\$250
PRINTING & STATIONERY	\$380	\$43,135	\$22,438	\$33,500
OFFICE FURNITURE NOT CAPITALIZ	\$0	\$5,000	\$7,597	
COMPUTER EQUIPMENT NOT CAPITAL		\$0	\$1,350	
OTH EQUIPMENT NOT CAPITALIZE	\$9,777		\$10,045	\$24,000
FOOD SUPPLIES & REFRESHMT	\$0	\$1,900	\$2,088	\$7,500
SIGNS AND CONES			\$0	\$300
ONLINE SUBSCRIPTION			\$840	\$1,100
UNIFORMS			\$0	\$200
IN STATE TRAVEL			\$569	
IN STATE CONFERENCES	\$0	\$250	\$195	\$825
OUT TRAVEL		\$1,100	\$0	\$8,500
DUES AND MEMBERSHIPS	\$2,389	\$2,180	\$2,175	\$3,450
Total ORDINARY MAINTENANCE:	\$55,851	\$650,560	\$346,727	\$576,899
Total Expense Objects:	\$396,331	\$1,222,344	\$837,323	\$1,276,151



FY24 Professional & Technical Services

Project/Allocation	Estimate
Somerville Climate Forward Update	\$148,792
Revamped pilot school kitchen organic waste disposal program	\$28,208
Electric Vehicle program support	\$75,000
Feasibility study for transformer/ transmission sites	\$50,000
Geothermal feasibility	\$50,000
Planning Zero Waste project	\$42,614
Climate Forward Ambassadors	\$22,000
On call electrical engineer	\$12,000
EV Charging station assurance	\$12,000
EV Charging station licensing	\$10,000
Solar Asset Management	\$5,000
Municipal EV plan	\$3,250
Interpreter/translation service	\$1,000

Personnel Listing

FTE	Grade Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU9 (NEW) Sustainability Planner	1/1/2024	\$40,369	\$40,686
1	NU8 Climate Change Program Manager	7/1/2023	\$93,733	\$94,468
1	NU11 Community Engagement Specialist	7/1/2023	\$68,921	\$69,462
1	NU5 Director of OSE	7/1/2023	\$114,869	\$115,770
1	NU8 Energy Manager	7/1/2023	\$91,895	\$92,616
1	NU9 Environmental Program Manager	8/1/2023	\$74,306	\$74,889
1	NU9 Financial Analyst	7/1/2023	\$84,462	\$85,125
1	NU9 Sustainability Planner	7/1/2023	\$84,462	\$85,125

Racial & Social Justice



Denise Molina Capers, Esq.
Director

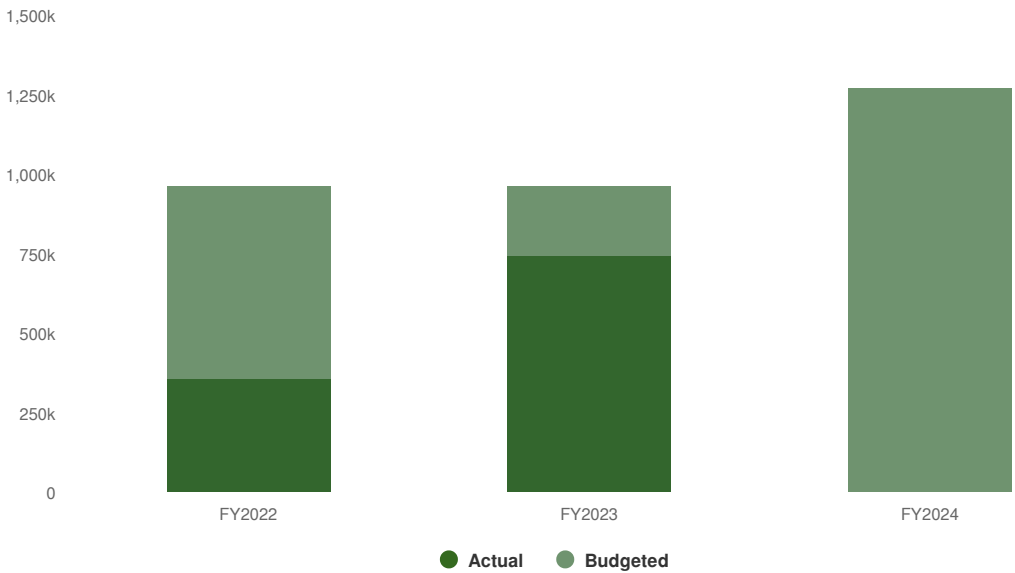
The Department of Racial and Social Justice (RSJ) leads the City of Somerville's equity efforts and collaborates with city departments, constituents, and stakeholders to eliminate the institutional and structural systems that create racial inequities, social disparities, and injustices.

Expenditures Summary

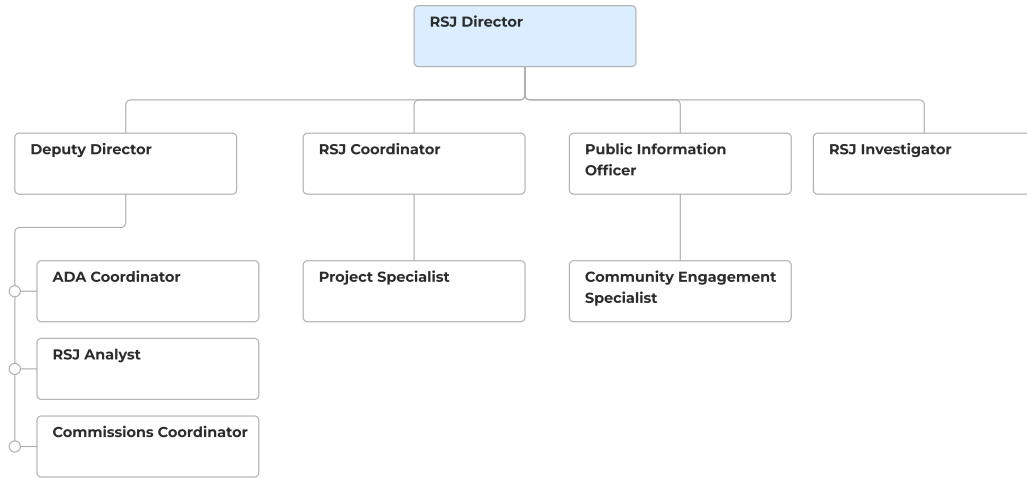
\$1,273,192

\$305,651
(31.59% vs. prior year)

Racial & Social Justice Proposed and Historical Budget vs. Actual



Organizational Chart



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: ADA Compliance	1. Complete the ADA Community Survey and 2. share-out the findings. 3. Support the creation of the ADA Task Force.
Goal 2: Task Forces / Working Group Recommendations	Support the 1. Civilian Oversight, 2. Public Safety for All, and 3. Anti-Violence Task Forces/Working Groups to completion of their work.
Goal 3: RSJ Equity Mission	1. Assessing equity and developing frameworks for City departments. 2. Begin DEI training for department Heads and launch equity action teams. 3. Launch internal Equity Action Teams
Goal 4: RSJ Fund	1. Launch RSJ Fund, 2. support community application process, and 3. determine process for administering grants
Goal 5: Hate / Bias Complaint Processes	1. Onboard RSJ Investigator and 2. support community engagement and awareness process as to how to file complaints with the new system.
Goal 6: Communication	Continue to build on communication streams by adding new mediums, including 1. an email newsletter, 2. informational TV show sessions
Goal 7: RSJ Database	1. Build out RSJ website with public data related to Racial and Social Justice
Goal 9: PSFA Initiative	1. Share-out and 2. engage the community in PSFA Report and 3. Share-out and 4. engage the community in SPD Staffing & Operations Analysis Report and 5. Share-out and 6. engage the community in Civilian Oversight task force recommendations 7. Share-out and 8. engage the community in Anti-Violence Working Group recommendations
Goal 10: RSJ Youth Cabinet	1. Launch the RSJ Youth Cabinet, and 2. recruit and 3. introduce Youth Cabinet members

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Develop Strategic Plan for the next three years	1. Finalized hiring for the RSJ Department, 2. Conducted SWOT analysis of the last two years	In Progress
Goal 2: Identify services and operations for the department	1. Developed RSJ Department Standard Operating Procedures, 2. Staff Handbook, 3. Staff onboarding, 3. Develop hate/bias incident complaints process and tracking --identified management system and updated program with past complaints filed and conducted background research on city department's methods and intake of constituent complaints.	In Progress
Goal 3: Develop content for Community and stakeholder communication	1. Developed webpage, 2. Developed micro-pages for initiatives, 3. Developed social media presence (Facebook and Twitter), 4. Developed stakeholder engagement & communication processes 5. Developed communication plan for all initiatives to ensure community-driven processes and varied forms of access to information	In Progress
Goal 4: Develop a database that will inform the work to eliminate institutional and structural racism and its intersections	1. Identified data sources and created file structure for RSJ data sharing. 2. Communicated with city departments to create plans for information sharing. 3. Created visualizations of census data for RSJ internal use. 4. Collected data in multiple ways, including surveys, focus groups and department collaborations.	In Progress
Goal 5.1: Develop Task Force and plan for:	-Reimagining Policing 1. Completed Public Safety for All community survey 2. Completed Public Safety for All Mission, Vision, Values, Purpose 3. Completed Public Safety for All micro-webpage 4. PSFA Task Force members recruited, and onboarded	In Progress
Goal 5.2: Develop Task Force and plan for:	-Civilian Oversight 1. Civilian Oversight Task Force members chosen. 2. Civilian Oversight Task Force members trained and Oriented. 3. Civilian Oversight Task Force begin development of recommendations.	In Progress
Goal 5.3: Develop Task Force and plan for:	-Digital Bridge Initiative Moved to OSPCD	Not Started

Budget Details

Personal Services Changes

Personal Services are projected up 7.5% for FY24.

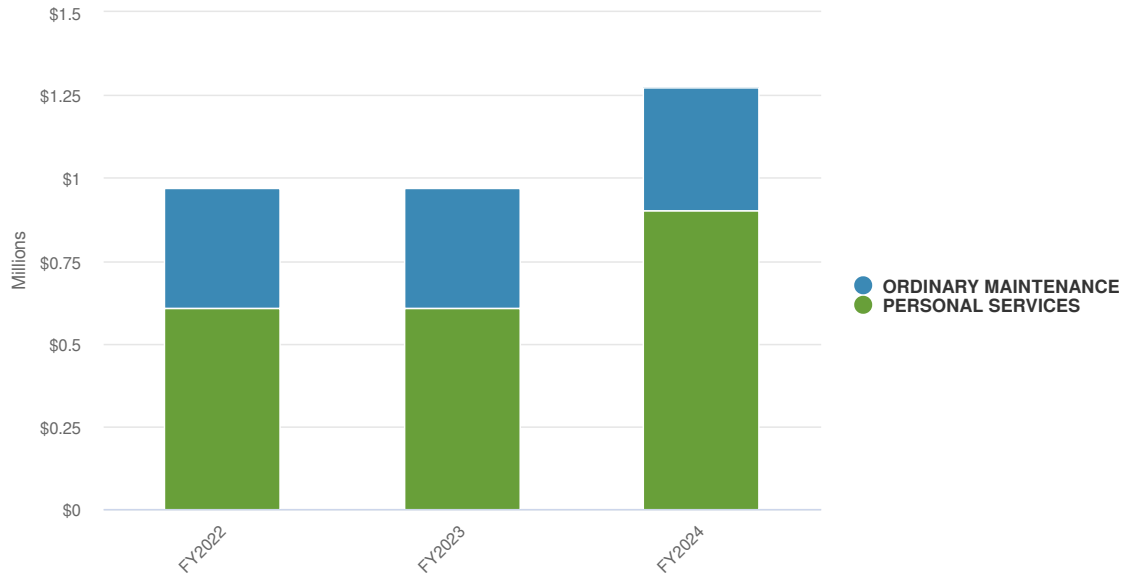
- This is primarily due to full-year funding of new positions from FY23.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected down 18% for FY24.

- The primary reduction is in Professional & Technical Services as project work evolves.
- This is offset by a new line for Translation Services, budgeted at \$30,000

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$310,985	\$805,699	\$648,641	\$863,076
SALARIES & WAGES TEMPOR'Y	\$306	\$30,000	\$3,616	\$30,000
HOLIDAYS NON-UNION	\$2,122	\$1,550	\$1,177	\$6,616
Total PERSONAL SERVICES:	\$313,414	\$837,249	\$653,433	\$899,692
ORDINARY MAINTENANCE				
RENTAL - BUILDINGS	\$0	\$5,000	\$0	\$5,000
PROFESSIONAL & TECHNICAL SVC	\$61,843	\$325,000	\$67,416	\$198,000
EMPLOYEE TRAINING COURSES			\$606	\$8,000
SOFTWARE SERVICES	\$659	\$6,500	\$3,645	\$12,000
CUSTODIAL DETAIL			\$130	
TRANSLATION SERVICES	\$3,997	\$50,000	\$13,211	\$80,000
POSTAGE	\$0	\$15,000	\$0	\$23,000
OFFICE SUPPLIES	\$4,200	\$10,000	\$2,045	\$4,000
OFFICE FURNITURE NOT CAPITALIZ	\$0	\$10,000	\$0	\$5,000
COMPUTER EQUIPMENT NOT CAPITAL	\$0	\$20,000	\$0	\$5,000
FOOD SUPPLIES & REFRESHMT	\$0	\$10,000	\$1,722	\$5,000
PROGRAM SUPPLIES & MATLS			\$4,289	\$20,500
IN STATE TRAVEL	\$0	\$1,000	\$0	\$1,000
OUT OF STATE TRAVEL	\$0	\$5,000	\$0	\$5,000
OUT OF STATE CONFERENCES				\$2,000

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Total ORDINARY MAINTENANCE:	\$70,699	\$457,500	\$93,064	\$373,500
Total Expense Objects:	\$384,113	\$1,294,749	\$746,498	\$1,273,192

Professional & Technical Services

Project/Allocation	Estimate
Trainings & Workshops	\$50,000
Citywide ADA Assessment	\$35,000
Task Forces: Stipends and transcription	
Includes Civilian Oversight, Public Safety For All, ADA Task Force, Anti-Violence Working Group	\$115,000

Personnel Listing

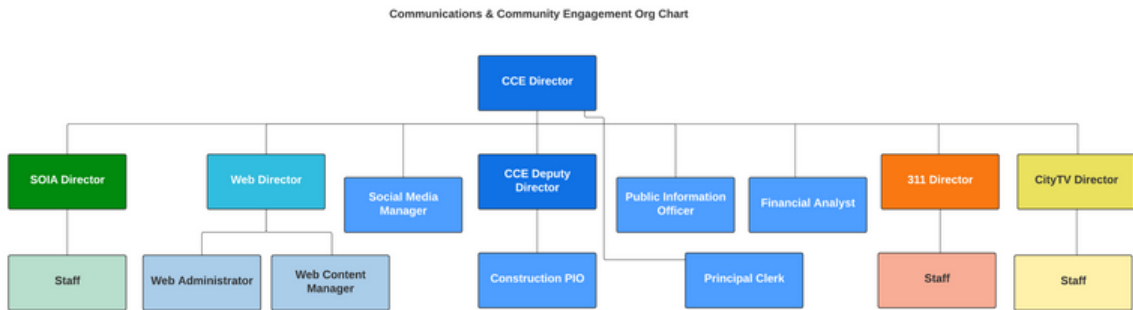
FTE	Grade Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU9 ADA Coordinator	7/1/2023	\$86,151	\$86,827
1	NU9 Analyst	7/1/2023	\$84,462	\$85,125
1	NU11 Commissions Coordinator	7/1/2023	\$67,570	\$68,100
1	NU11 Community Engagement Specialist	7/1/2023	\$67,570	\$68,100
1	NU7 Deputy Director of RSJ	7/1/2023	\$97,638	\$98,404
1	NU4 Director of Racial & Social Justice	7/1/2023	\$126,355	\$127,347
1	NU9 Project Specialist	7/1/2023	\$84,462	\$85,125
1	NU9 Public Information Officer	7/1/2023	\$84,462	\$85,125
1	NU8 RSJ Coordinator	7/1/2023	\$90,093	\$90,800
1	NU9 RSJ Investigator	8/1/2023	\$74,306	\$74,889

Response to Councilor Questions

Communications & Community Engagement

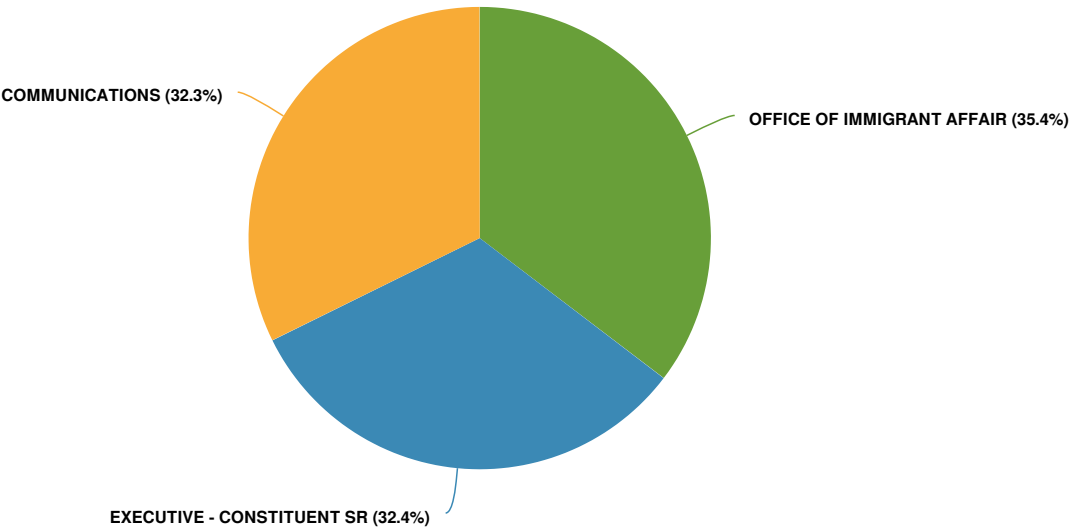
Denise Taylor
Director of Communications & Community Engagement

Communications & Community Engagement Organizational Chart

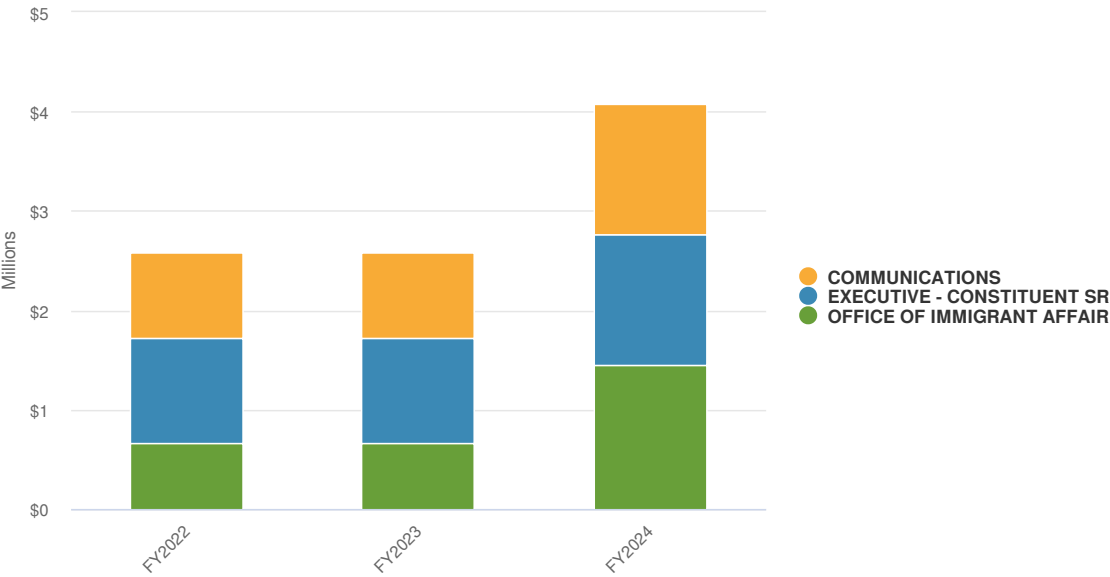


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Communications & Community Engagement

Denise Taylor

Director of Communications & Community Engagement

The Communications and Community Engagement (CCE) Department maintains robust two-way communication between the city and the community. Using a broad range of communication tools and outreach methods, CCE strives to provide both vital outgoing information on emergencies, preparedness, services, programs, civic processes, public meetings, initiatives, events, and other important needs as well as to facilitate opportunities for comment, feedback, requests, suggestions, and discussion. In this role, CCE serves all City departments while aiming to ensure access for all residents to all City functions and services, CCE also helps enable and encourages resident participation in City government and in City-sponsored community activities. In its efforts to inform, serve, and engage the community, the CCE Department aims to provide quality constituent service, enhance the quality of life within the city, and help city government be responsive to community needs and advance community priorities.

The Department is an umbrella department that encompasses four divisions/offices and five additional core service areas:

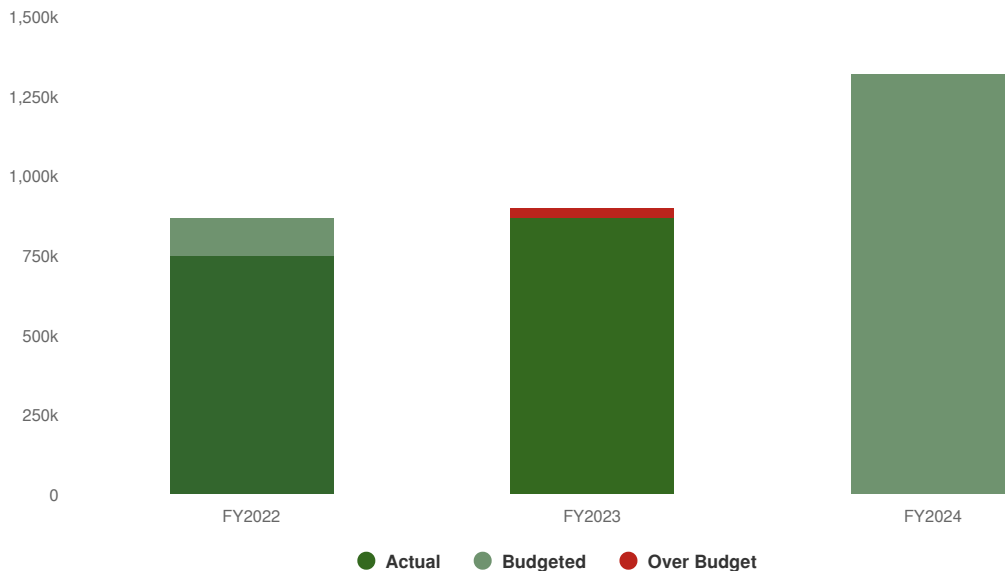
- Offices/Divisions
 - Core Communications
 - Constituent Services Office (311)
 - SomerViva Office of Immigrant Affairs (including Multilingual Services)
 - Web Content and Development Office
 - GovTV/CityTV/EduTV Video and Television Services
- Core Communications Service Areas
 - Public Information, Emergency Communications, Media Relations
 - Civic Engagement, Community Meetings, Neighborhood Outreach, Constituent Communications
 - City & Departmental Social Media/New Media/Digital Communications
 - Civic ceremonies, Intergovernmental Event Management, Mayoral Communications
 - Event review for permitting and Film Office functions

Expenditures Summary

- **Personal services** are projected to increase due annual salary adjustments as well as the addition of two proposed positions:
 - An Emergency Communications Public Information Officer
 - which will meet critical capacity needs for preparedness, emergency, and multilingual emergency communications and support full team readiness for emergency events and enhanced coordination with Public Safety and Emergency Response staff.
 - A Communications Coordinator
 - which will add needed capacity for all Core Comms services and especially citywide hybrid/virtual meeting training and support, enhanced departmental communications support to meet increased demand, and increased capacity for growing coordination needs with our expanding multi-lingual services.
- **Ordinary Maintenance** is projected to increase due to inflation adjustments and an increase in:
 - Printing and Postage:
 - Printing and postage are proposed to increase by a combined total of \$25,200 to allow for two to three citywide mailings and smaller projects.
 - Please note that Core Communications prepared three citywide mailings in FY23 but was able to charge two qualifying mailings to ARPA and one was covered by a collaborating department, which is not usual. Thus, the majority of budgeted FY23 printing and postage funds were not spent.
 - The proposed FY24 budgeted amounts account for the end of ARPA availability; increased demand for equitable/non-digital information; increased departmental demand for print projects; increased demand for multilingual communications, which increases printing and postage costs due to increased content/pages; and increased printing prices due to pandemic impacts and inflation.

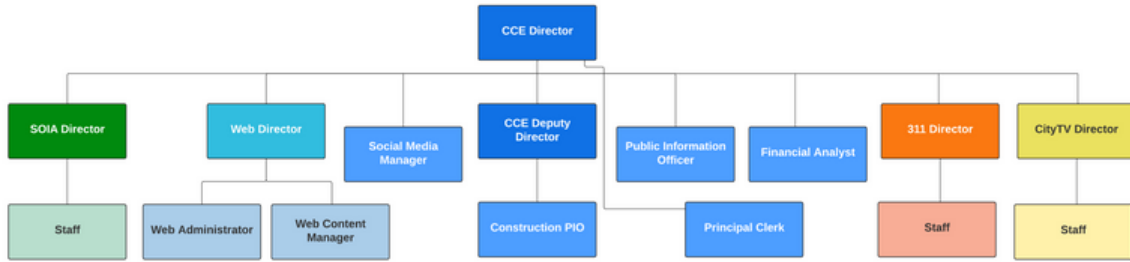
\$1,318,811 **\$449,515**
(51.71% vs. prior year)

CCE Proposed and Historical Budget vs. Actual



Organizational Chart

Communications & Community Engagement Org Chart



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: With SOIA, co-develop strategic plan for multi-lingual communications and services, language justice/access, and immigrant services and engagement. Engage HHS, RSJ, OHS and other teams in interdepartmental goal setting.	<ul style="list-style-type: none"> ◦ Engage with ARPA-funded consultant. ◦ Bring related departments and divisions into process. ◦ Engage SPS MultiLingual Services and Communications Teams. ◦ Develop plan draft. ◦ Finalize draft including implementation steps. ◦ Begin implementation steps.
Goal 2: Support Citywide Departmental Communications	Continue to assist all departments in delivering quality, accessible, useful information aimed at keeping the community informed, served, engagement, and supported by City opportunities and services.
Goal 3: Continue to support all City departments in providing quality, accessible, useful information to the community via multiple channels	<ul style="list-style-type: none"> ◦ Continue to use multiple communication channels, languages, and methods aimed at keeping the full community informed, engaged, served, and supported by City services and opportunities. ◦ Develop a web app for staff to streamline outreach & promotion requests (to be built in-house by WCAD)
Goal 4: Advance Emergency Communications Capacity & Equity Planning	<ul style="list-style-type: none"> ◦ Hire Emergency Communications PIO ◦ Begin development of multilingual emergency template messaging library ◦ Strengthen team capacity and readiness for emergency scenarios ◦ Build on internal and community partnerships for reaching vulnerable persons.
Goal 5: Develop and support hybrid virtual-onsite participation tools & approaches	<ul style="list-style-type: none"> ◦ Continue to test and build out hybrid systems for City Council, School Committee, and committee meetings ◦ In partnership with IT and others, provide training to staff citywide on usage and best practices

Goal 6: Promote and support civic engagement.

- Plan and host biennial community meetings across wards and language groups.
- Host Civic Day to connect the community with City services, engagement opportunities, and their elected officials; provide better understanding of City government; who our electeds are, what they do, and how to reach them; and how to engage, volunteer, serve, stay up to date on, and take on community leadership at the municipal level.
- Develop and launch an all-new version of the website's MySomerville tool that will provide a one-stop shop for voter registration info, getting in touch with elected officials, getting accessibility accommodations for meetings and voting, and more (to be built in-house by WCAD)

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Continue to keep the community informed of all relevant COVID-19, vaccine, and recovery-related information including service and support access channels to aid in the protection of public safety, public health, and both individual and community pandemic recovery.	Issued timely and informative multilingual information via multiple channels and methods ranging from ongoing announcements for vaccine clinics to information to targeted populations to ensure ongoing access to resources such as masks, home tests, food access if quarantining, and other related needs.	Complete
Goal 2: Continue to coordinate with the SomerViva Office of Immigrant Affairs, the ADA Coordinator, and other staff and partners to support the development and implementation of the Language Access Plan to advance both information accessibility for persons with disabilities and for persons with limited English proficiency via increased multilingual and plain language resources among other efforts.	<ul style="list-style-type: none"> ◦ Began redevelopment of website training materials and style guide, each with a focus on the importance of using plain language and best practices for access and accessibility, developed new website components for overcoming language barriers, began shifting content production toward plain language, team reviewed numerous documents, materials, and presentations to improve plain language delivery. ◦ Created guides for flyers to ensure all language access messaging is included. ◦ Sourced and tested systems for adding closed-captioning to CityTV cable-casted television programming. ◦ Developed protocols for all CityTV recordings to be uploaded to YouTube for closed-captioning. ◦ Assessed barriers to development of Language Access Plan with SOIA and developed two plans of action to address needs: <ul style="list-style-type: none"> ■ 1. Applied for and received funds to work with a consultant on organizational planning for Language Access, Language Justice, Multi-Lingual Services, and Immigrant Services. ■ 2. Supported SOIA Program Improvement Request for a Language Justice Coordinator to add more capacity to Language Access Plan building and multi-lingual services management. 	Ongoing

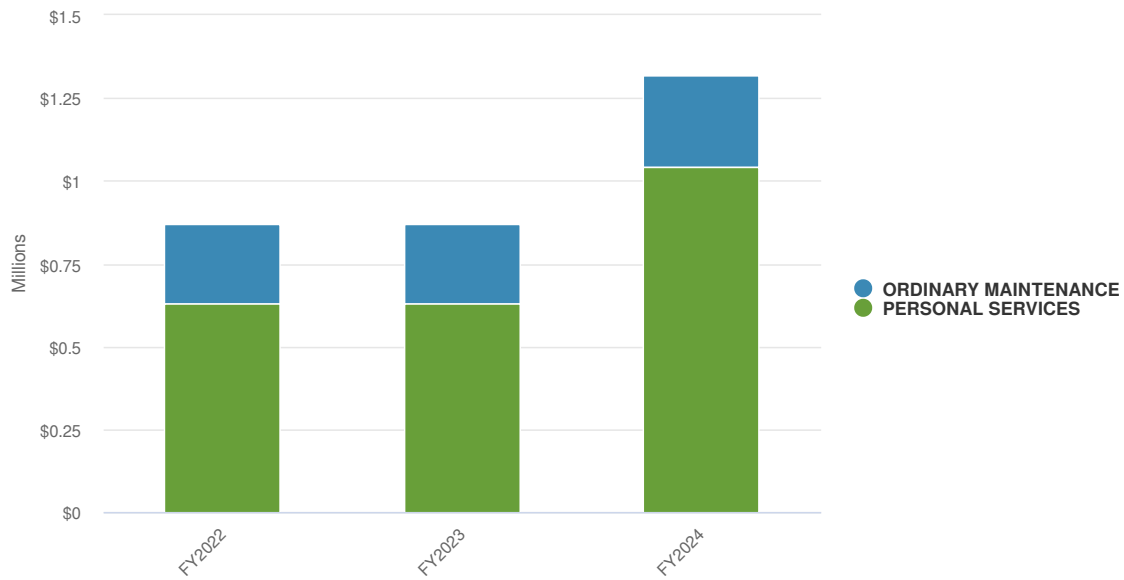
<p>Goal 3: Build out needed staff resources to support Web Content and Development services and security for www.somervillema.gov and all City microsites with the shift of web staff into the Office of Web Content & Development within CCE. This would shift one staff and introduce two needed support positions.</p>	<ul style="list-style-type: none"> ◦ Standardized new processes for posting of materials following meetings and new workflows for website content updates/status tracking ◦ Improved update turnaround times, held usability testing sessions ◦ Digitized more than 60 web forms with a focus on improved language access and overall accessibility ◦ Established the Office of Web Content and Development (WCAD), fully staffed it with two new hires and a reclassification (WCAD Director, Web Content Writer/Manager, and Web Content Administrator) 	<p>Complete</p>
<p>Goal 4: Complete website Drupal content management system upgrade. Continue needed website tool, navigation, accessibility, and feature updates to maintain optimal usability for the approximately 3,000-per-day unique visitors to www.somervillema.gov.</p>	<ul style="list-style-type: none"> ◦ Completed redevelopment of City website on a more secure platform (Drupal 9) ◦ Migrated to a faster and more secure content delivery network ◦ Created improved toolbars to enable one-click access to translated page content. 	<p>Complete</p>
<p>Goal 5: Support the equitable integration of hybrid virtual-onsite participation tools and approaches into all City and City Council meetings by both developing and providing needed technology.</p>	<ul style="list-style-type: none"> ◦ Tested and built out hybrid and virtual systems for City Council, School Committee, and Committee meetings in partnership with IT and other staff. ◦ Assembled mobile kits for hybrid in-community meetings held by Council and staff. ◦ Offered on-demand training for hybrid kits to staff citywide (and to Council via notifying Clerk's Office) on usage and best practices. ◦ Worked with broader Communications team to develop virtual best practices for meeting hosting, interpretation practices, equitable access announcements and feature use. 	<ul style="list-style-type: none"> ◦ Complete

<p>Goal 6: Support Digital Bridge Initiative efforts to remove barriers to Internet access, devices, and training for the under-connected.</p>	<ul style="list-style-type: none"> ◦ Lead efforts to establish position, draft job description, and develop plan for placement within the organization for new Digital Equity Specialist DES position to lead Digital Bridge Initiatives-- with input from cross-departmental team. ◦ Participated in the successful hiring process for the DES within the Planning Division. ◦ Serving as part of cross-departmental advisory team for new DES. 	<p>Complete</p>
<p>Goal 7: To support equitable and inclusive engagement, establish and facilitate new internal structures for coordination and sharing of best practices for outreach, event/meeting promotion, and inclusive engagement.</p>	<ul style="list-style-type: none"> ◦ Established and led monthly meetings for all staff who conduct community outreach or who are engaged in public meetings or processes to support equitable and inclusive engagement. Organized learning sessions on a range of best practices, protocols, resources, and methods for outreach, meeting formats, promotional materials and formats, etc. Developed interdepartmental connections for support and to increase requests for consulting on cultural competency, multi-lingual outreach, inclusive outreach. 	<p>Complete</p>
<p>Goal 8: To promote and support civic engagement, re-launch bi-ennial Community Meetings and establish and coordinate annual Civic Day event with other staff to provide better understanding of City government; who our electeds are, what they do, and how to reach them; and how to engage, volunteer, serve, stay up to date on, and take on community leadership at the municipal level.</p>	<ul style="list-style-type: none"> ◦ Planned and hosted full fall and spring series of City Hall Community Meetings across wards and language groups. ◦ Introduced virtual options. ◦ Held Spanish and Portuguese meetings and promoted interpretation for all meetings. ◦ Heavily promoted meetings via the Equity Outreach Team. ◦ Began planning for language meetings in other languages based on guidance from SOIA language teams. ◦ Established interdepartmental committee to plan Civic Day for fall 2023. ◦ Worked with ADA coordinator, RSJ staff, and SOIA staff to develop plans for equitable engagement and outreach. 	<p>Complete/Ongoing</p>

Budget Details

- **Personal services** are projected to increase due to annual salary adjustments as well as the addition of two proposed positions:
 - An Emergency Communications Public Information Officer (ECPIO)
 - which will meet critical capacity needs for preparedness, emergency, and multilingual emergency communications and support full team readiness for emergency events and support enhanced coordination with Public Safety and Emergency Response staff. The ECPIO will create emergency response messaging templates and plans, coordinate with various emergency response agencies, and support public communications on emergency preparedness.
 - A Communications Coordinator
 - which will add needed capacity for all Core Comms services and especially the growing need for citywide hybrid/virtual meeting training and support, enhanced departmental communications support to meet increased demand for expanded programming and services citywide, and increased capacity for growing coordination needs with our expanding multi-lingual services.
- **Ordinary Maintenance** is projected to increase due to inflation adjustments and an increase in:
 - Printing and Postage:
 - Printing and postage are proposed to increase by a combined total of \$25,200 to allow for two to three citywide mailings and smaller projects.
 - Please note that Core Communications prepared three citywide mailings in FY23 but was able to charge two qualifying mailings to ARPA and one was covered by a collaborating department, which is not usual. Thus, the majority of budgeted FY23 printing and postage funds were not spent.
 - The proposed FY24 budgeted amounts account for the end of ARPA availability; increased demand for equitable/non-digital information; increased departmental demand for print projects; increased demand for multilingual communications, which increases printing and postage costs due to increased content/pages; and increased printing prices due to pandemic impacts and inflation.

Budgeted and Historical Expenditures by Expense Type



Please note that the CCE budget is currently maintaining a \$380,000 placeholder for the new Division for CityTY. More details to come.

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$579,207	\$834,874	\$710,770	\$1,033,303
SALARIES & WAGES TEMPOR'Y	\$1,327	\$0	\$0	
OVERTIME	\$205	\$1,368	\$4,925	\$1,368
HOLIDAYS NON-UNION	\$4,345	\$1,494	\$1,299	\$7,848
HOLIDAYS - S.M.E.A.	\$412	\$104	\$204	\$432
PERFECT ATTENDANCE	\$500		\$0	
UNIFORM ALLOWANCE	\$0	\$350	\$350	\$350
OTHER LUMP SUM PAYMENTS	\$9,752		\$0	
Total PERSONAL SERVICES:	\$595,748	\$838,190	\$717,548	\$1,043,301
ORDINARY MAINTENANCE				
REPAIRS-COMMUN. EQUIP.	\$0	\$500	\$0	\$500
MAINT CONTRACT-OFFC EQUIP	\$1,051	\$1,200	\$1,061	\$1,250
PROFESSIONL & TECHNCL SVC	\$144,656	\$148,400	\$105,478	\$134,150
EMPLOYEE TRAINING COURSES	\$710	\$2,500	\$449	\$2,500
SOFTWARE SERVICES	\$0	\$18,500	\$14,860	\$18,500
CUSTODIAL DETAIL	\$0	\$700	\$0	\$700
POSTAGE	\$14,246	\$13,800	\$0	\$19,800
AUTOMATED CALL SYSTEM	\$22,995	\$25,000	\$22,995	\$23,000
SUPPLIES	\$58	\$2,300	\$3,698	\$3,500

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
OFFICE SUPPLIES	\$455	\$1,000	\$850	\$4,100
PRINTING & STATIONERY	\$138	\$23,200	\$10,208	\$42,400
OFFICE FURNITURE NOT CAPITALIZ		\$0	\$0	\$2,500
ONLINE SUBSCRIPTION	\$14,374	\$16,932	\$16,307	\$16,055
MAGAZINES/SUBSCRIPTS/PUB	\$967	\$1,245	\$1,266	\$1,355
NEIGHBORHOOD IMP. COUNCIL	\$584	\$2,400	\$4,491	\$5,200
Total ORDINARY MAINTENANCE:	\$200,234	\$257,677	\$181,663	\$275,510
Total Expense Objects:	\$795,982	\$1,095,867	\$899,211	\$1,318,811

FY24 Professional & Technical Services

Project/Allocation	Estimate
NexTalk	\$ 2,400
Graphic Design Services	\$ 10,000
Content Services	\$ 10,000
Web Maintenance Services	\$ 55,000
Website Rebuild Phase 3+	\$ 10,000
Web Upgrades & Improvements	\$ 21,750
Web Accessibility User Testing	\$ 10,000
Interdepartmental Projects	\$ 18,000

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU11	(NEW) Communications Coordinator	10/1/2023	\$48,621	\$49,002
1	NU9	(NEW) Emergency Public Information Officer	10/1/2023	\$60,776	\$61,253
1	NU11	Community Engagement Specialist	7/1/2023	\$68,921	\$69,462
1	NU6	Deputy Director of Communications	7/1/2023	\$103,382	\$104,193
1	NU2	Director of Communications	7/1/2023	\$168,169	\$169,488
1	NU9	Financial Analyst	7/1/2023	\$81,062	\$81,373
1	CLER2	Principal Clerk	7/1/2023	\$53,783	\$54,555
1	NU9	Public Information Officer	7/1/2023	\$87,874	\$88,564
1	NU10	Public Information Officer - Construction	7/1/2023	\$74,665	\$75,250
1	NU8	Web Content Administrator	7/1/2023	\$90,093	\$90,800
1	NU5	Web Content and Development Director	7/1/2023	\$112,616	\$113,500
1	NU8	Web Content Writer	7/1/2023	\$90,093	\$90,800



Constituent Services

Steve Craig
Director of Constituent Services

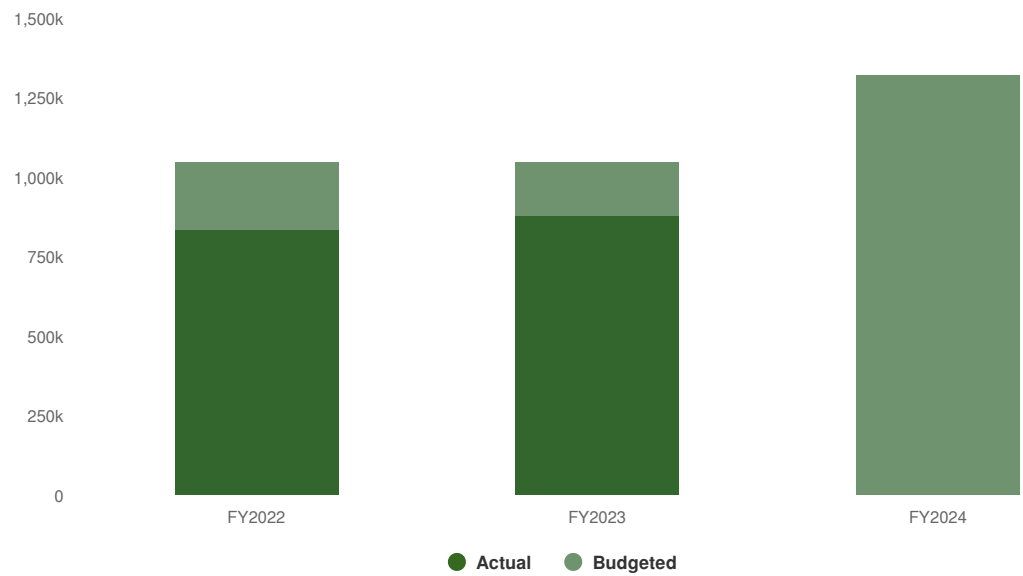
Our mission is to provide the best municipal customer service and experience possible. Constituent Services strives to be a reliable resource for our community, empowering individuals with the support and information they need to improve their quality of life. We are dedicated to promoting transparency, accountability, and efficiency in our operations, leveraging best practices and technology to optimize our processes and enhance customer engagement. Through open communication, active listening, and a commitment to accuracy, courtesy, and ease, we aim to exceed expectations and create positive impacts on the lives of those we serve.

Expenditures Summary

\$1,321,906

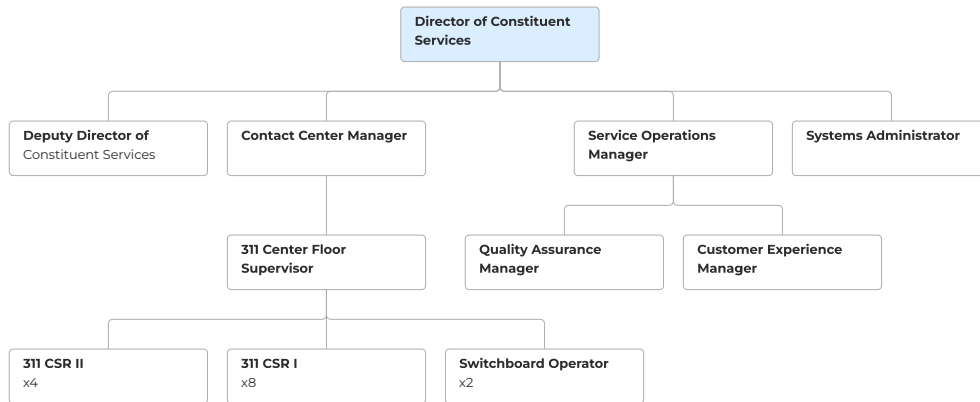
\$273,674
(26.11% vs. prior year)

Constituent Services Proposed and Historical Budget vs. Actual



Org Chart

Constituent Services FY24 Org



FY24 Goals & Measures of Progress

Goal	Measure
1.1 Improvements to delivery of 311 program	Average response time to customer inquiries or service requests, Percentage of inquiries or service requests addressed within established SLAs, Reduction in abandoned or unresolved customer inquiries.
1.2 Improvements to delivery of 311 program	Adoption rate of self-service channels (e.g., online, mobile apps), Percentage of service requests or inquiries handled through self-service options, Reduction in customer calls, emails, etc. that could be resolved through self-service
1.3 Improvements to delivery of 311 program	First contact resolution rates (percentage of inquiries or issues resolved during the initial interaction), Customer satisfaction ratings related to issue resolution, Reduction in escalations or unnecessary transfers
2.1 Increased constituent satisfaction with city services	Overall customer satisfaction ratings (measured through CSAT survey and feedback mechanisms)
2.2 Increased constituent satisfaction with city services	Number of positive customer testimonials or reviews.
2.3 Increased constituent satisfaction with city services	Volume and nature customer complaints or negative feedback
3.1 Quality of department work	Service quality results from all individual and team evaluations
3.2 Quality of department work	Percentage of customer interactions meeting standards and other objectives
3.3 Quality of department work	Improvement in service quality ratings over time
4.1 Employee training and development	Percentage of employees who receive regular customer service training
4.2 Employee training and development	Improvement in employee knowledge and skills through pre- and post-training assessments
4.3 Employee training and development	Employee satisfaction ratings related to training and development opportunities

Update on FY23 Goals

Goal	Measure of Progress	Updates
Goal 1.1: Growth of Customer Experience Management program to improve City's understanding of the community's perceptions and expectations of City services	Number of customer satisfaction surveys (CSATs) administered	187 customer satisfaction surveys have come into 311 received as May 24th.
Goal 1.2: Growth of Customer Experience Management program to improve City's understanding of the community's perceptions and expectations of City services	CSAT scores	Customer satisfaction survey breakdown: Accuracy - 4.43, Courteousy - 4.76, Ease - 4.49, Overall - 4.46. All scores are on a 1-5 scale (1-lowest, 5-highest)
Goal 1.3: Growth of Customer Experience Management program to improve City's understanding of the community's perceptions and expectations of City services	Number of community feedback submittals through 311	1300+ feedback submittals as of June 1st for FY23.
Goal 1.4: Growth of Customer Experience Management program to improve City's understanding of the community's perceptions and expectations of City services	Improvements and other changes as a result of data analysis	In progress. Position had been vacant for much of FY23, however position was filled on 5/22/23 and work has resumed.
Goal 2.1: Continued improvements to multi-channel 311 services. Complete 311 email and live chat deployment	Number of requests managed through each channel, total usage and percent of overall 311 volume	<ul style="list-style-type: none"> • Twitter: 426 / .4% • IOS mobile app: 2666 / 2.5% • Call Center: 91710 / 88.2% • Android mobile app: 1459 / 1.4% • Internal desktop: 3089 / 2.9% • Website: 4289 / 4.1% • Internal app: 364 / .4%
Goal 2.2: Continued improvements to multi-channel 311 services. Complete 311 email and live chat deployment	Recommendations pending as a result of Project	In-progress. Project related to this work is expected to wrap up un late August/early September.
Goal 2.3: Continued improvements to multi-channel 311 services. Complete 311 email and live chat deployment	Number of staff trained to provide blended service support	Two agents were trained on additional channels (email, live chat) in FY23. Four new agents were trained on core call center duties.
Goal 3.1: Development of 311 Quality Assurance/Performance program to better enable and develop department staff (311 CSRs) to engage with customers, utilize technical systems, and expand individual knowledgebase of City information	Total number of engagement reviews for team	On temporary hold due to vacancy of position for much of FY23. Actively working to fill position as quickly as possible. In FY22, al least 6 one-on-one review sessions took pace each month. Our intention is to get back to that amount, if not more.
Goal 3.2: Development of 311 Quality Assurance/Performance program to better enable and develop department staff (311 CSRs) to engage with customers, utilize technical systems, and expand individual knowledgebase of City information	Individual employee performance metrics	Also on temporary hold due to vacancy of position for much of FY23. Actively working to fill position as quickly as possible. Positive gains were present in FY22 across almost the entire team.
Goal 3.3: Development of 311 Quality Assurance/Performance program to better enable and develop department staff (311 CSRs) to engage with customers, utilize technical systems, and expand individual knowledgebase of City information	Employee feedback	Employees have provided highly positive feedback regarding the 311 QA/Performance program in how they perform their work.
Goal 4.1: Improve City-wide customer service operations by expanding and improving the number of programs and services supported by department	Design and impliment new service request types supported by Constituent Services/311	30 new categories (2 inquiries, 28 service requests - 15 of which are for internal departmental use only in FY23

Goal 4.2: Improve City-wide customer service operations by expanding and improving the number of programs and services supported by department	Updates and improvements to existing service requests	15 CRM modifications including 10 information inquiries (renaming of categories for clarification of use). 5 service requests (2 rebranded categories, 1 consolidation, 4 from private to public availability, including mattresses and animal control. Major changes to procedures for Rodent Assistance. 19 request type deactivations (8 inquiries, 10 service requests, 1 feedback)
Goal 4.3: Improve City-wide customer service operations by expanding and improving the number of programs and services supported by department	Additional program and policy changes	•Policy updates: o City/School furniture moves policy update o Rodent Assistance program updates o Updates to public event rain date o Trees request management modifications o Animal control issue updates and improvements o Actively working on streamlining school department-related service requests

Budget Details

Personal Services Changes

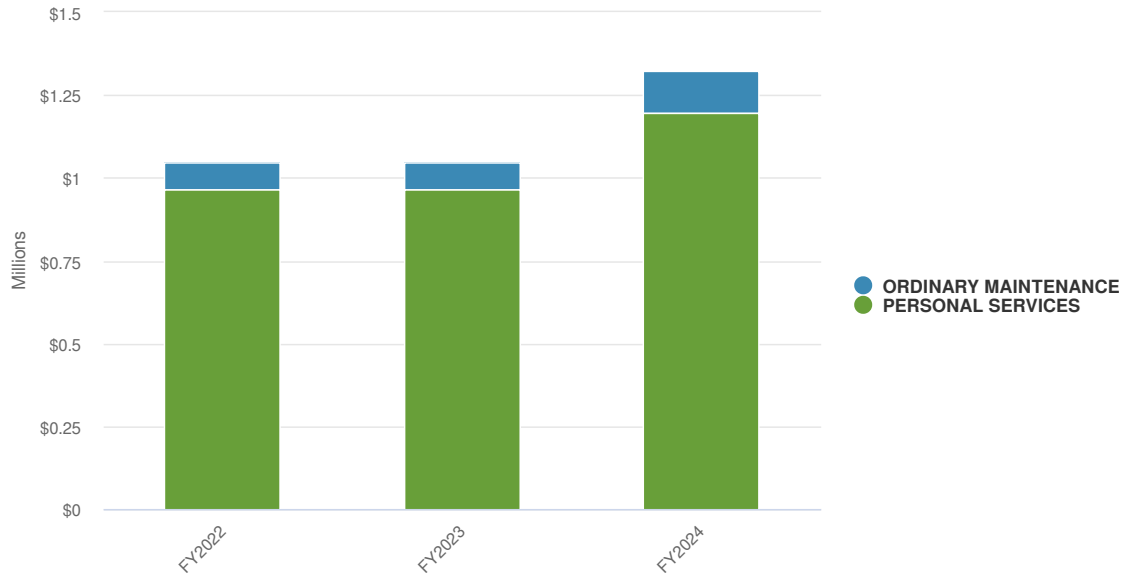
Personal Services are projected up 11% for FY24.

- This budget proposes the addition of a Deputy Director position. This position will focus on developing and implementing policies, staff performance, resource management and allocation, internal and external collaboration, and working to create a positive and productive work environment.
- This budget also includes funding for three 311 Customer Service Representatives who are currently part of the department through ARPA funding, which will be depleted in approximately nine months.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected flat for FY24.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$713,242	\$989,979	\$759,550	\$1,086,956
SALARIES & WAGES TEMPOR'Y	\$41,205	\$47,610	\$26,264	\$73,805
OVERTIME	\$10,824	\$19,313	\$21,071	\$25,000
LONGEVITY	\$2,050	\$2,050	\$2,050	\$2,050
HOLIDAYS NON-UNION	\$5,253	\$1,727	\$1,382	\$7,418
HOLIDAYS - S.M.E.A.	\$580	\$179	\$290	\$756
UNIFORM ALLOWANCE	\$350	\$700	\$350	\$671
Total PERSONAL SERVICES:	\$773,505	\$1,061,558	\$810,957	\$1,196,656
ORDINARY MAINTENANCE				
R&M - SERVICE CONTRACTS	\$0	\$250	\$0	\$250
RENTAL-WATER COOLER	\$68	\$300	\$102	\$300
PROFESSIONL & TECHNCL SVC	\$63,560	\$100,000	\$58,717	\$100,000
EMPLOYEE TRAINING COURSES	\$0	\$8,000	\$0	\$8,000
OFFICE SUPPLIES	\$1,146	\$8,000	\$6,497	\$7,000
PRINTING & STATIONERY	\$1,269	\$1,700	\$1,073	\$1,700
OFFICE FURNITURE	\$0	\$8,000	\$0	\$8,000
Total ORDINARY MAINTENANCE:	\$66,044	\$126,250	\$66,390	\$125,250
Total Expense Objects:	\$839,548	\$1,187,808	\$877,347	\$1,321,906

FY24 Professional & Technical Services

Project/Allocation	Estimate
After Hours 311 Support	\$70,000
Technical Support for App, Data Management, Satisfaction Surveys	\$10,000
External Trainings & Workshops	\$20,000

Personnel Listing

FTE	GradeJob Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU6(NEW) Deputy Director of Constituent Services	10/1/2023	\$72,931	\$73,503
1	NU7311 Systems Administrator	9/1/2023	\$76,421	\$77,020
1	NU10Call Center Manager	7/1/2023	\$82,436	\$83,083
1	NU11Customer Experience Manager	7/1/2023	\$64,946	\$65,456
0.5	NU14Customer Service Rep	7/1/2023	\$21,649	\$21,819
1	NU13Customer Service Rep	7/1/2023	\$50,677	\$51,075
1	NU13Customer Service Rep	7/1/2023	\$50,677	\$51,075
1	Customer Service Rep (PT)	7/1/2023	\$23,805	\$23,992
1	NU5Director of Constituent Services	7/1/2023	\$129,361	\$130,376
1	NU11Floor Supervisor	7/1/2023	\$67,570	\$68,100
1	NU11Quality Manager	9/1/2023	\$53,944	\$54,367
1	NU12Senior Customer Service Rep	7/1/2023	\$60,950	\$61,428
1	NU12Senior Customer Service Rep	7/1/2023	\$58,583	\$59,043
1	NU12Senior Customer Service Rep	7/1/2023	\$56,308	\$56,750
1	NU8Service Operations Manager	7/1/2023	\$91,895	\$92,616
1	TEL2Telephone Operator	7/1/2023	\$50,500	\$53,297
1	TEL2Telephone Operator	8/1/2023	\$43,980	\$44,645

SomerViva: Office of Immigrant Affairs

Maria Teresa Nagel
SomerViva Director

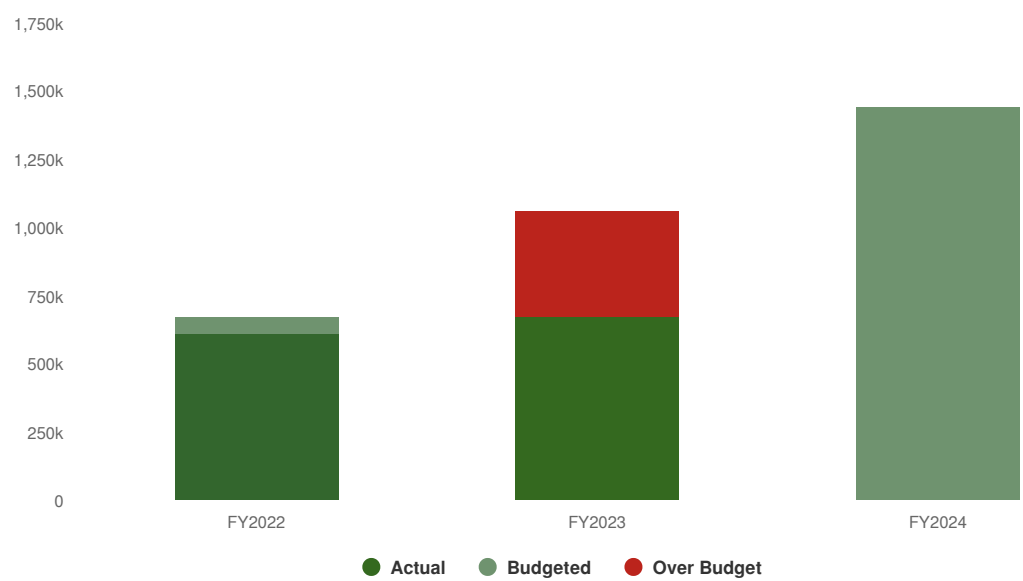
To enhance wellbeing and equity through programs, services, and policies that aim to facilitate the successful inclusion of Somerville's immigrant residents and workers in the City's civic, economic, and cultural life. Through multilingual, culturally competent program and service design and collaboration with departments and partners citywide, advance the equitable access to municipal services, community resources, information, public discourse, and opportunities for civic leadership and personal advancement of Somerville's immigrant community members—and thereby strengthen the fabric of our community overall.

Expenditures Summary

\$1,444,184

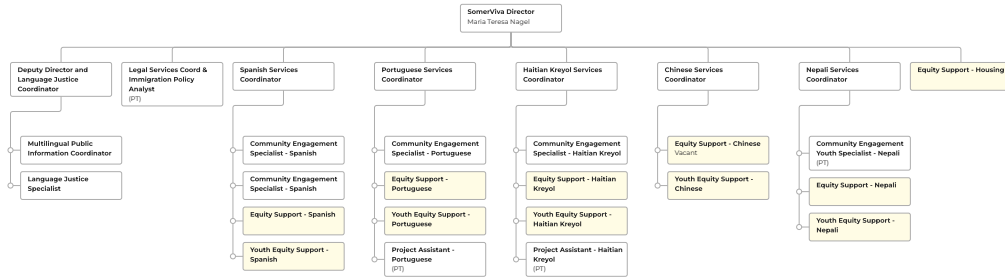
\$775,507
(115.98% vs. prior year)

SomerViva: Office of Immigrant Affairs Proposed and Historical Budget vs. Actual



Organizational Chart

SomerViva: Office of Immigrant Affairs



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Conversion of existing language access efforts into formal Language Access 5-Year Plan and proposed Language Access ordinance.	-Delivery of language access plan
Goal 2: Informed by the City's Language Access Plan and in collaboration with the Department of Racial and Social Justice and City Council, draft the City's first Language Access Ordinance	-Delivery of plan and successful collaboration with stakeholders on ordinance proposal and submission
Goal 3: Informed by the City's Language Access Plan, regularly conduct trainings with all City departments and establish a training requirement for new hires.	-Development of training schedule and successful delivery of trainings
Goal 4: Continue to expand leadership development and leadership opportunities for immigrant community members through recruitment, promotion of opportunities, and coordination of in-language public discourse, as well as leadership development programs for persons with limited English proficiency.	-Track persons successfully recruited to boards, commissions, public processes, leadership training, etc. -Track delivery of in-language civic discourse opportunities and leadership development programming
Goal 5: Hire a Strategic Planning Consultant to develop strategic plan for SOIA, in collaboration with and informed by SPS and SFLC and the Office of Racial and Social Justice (RSJ).	-Delivery of plans and successful engagement of stakeholders

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: With new Director of SomerViva Office of Immigrant Affairs, advance strategic planning by collaborating with SPS and SFLC on multilingual services long-range planning, developing annual and 5-year division strategic plans, and coordinating with the Racial and Social Justice (RSJ) Office on shared goals	-Delivery of plans, successful engagement of stakeholders, effective collaboration with RSJ Office	In Progress
Goal 2: Conversion of existing language access efforts into formal Language Access 5-Year Plan and proposed Language Access ordinance.	-Delivery of plan and successful collaboration with stakeholders on ordinance proposal and submission	In Progress
Goal 3.1: Expand leadership development and leadership opportunities for immigrant community members through recruitment, promotion of opportunities, and coordination of in-language public discourse as well as leadership development programs for persons with limited English proficiency.	-Track persons successfully recruited to boards, commissions, public processes, leadership training, etc	Complete
Goal 3.2: Expand leadership development and leadership opportunities for immigrant community members through recruitment, promotion of opportunities, and coordination of in-language public discourse as well as leadership development programs for persons with limited English proficiency	-Track delivery of in-language civic discourse opportunities and leadership development programming	In Progress
Goal 4: Support the creation of a Multilingual Committee that is community led, to advise the City on matters impacting multilingual community members, including language access, service delivery, civic engagement, and resource availability.	Formation of the Multilingual Committee with representation that is reflective of the Multilingual and multicultural community makeup of Somerville	On Hold

Budget Details

Personal Services Changes

Projected increase from **\$966,440 to \$1,262,266** to reflect:

- **Part-time Equity Support Staff** that was previously ARPA-funded - As part of the City's public health and recovery efforts, SOIA was awarded ARPA funding for two years (FY22 and FY23) to build a multilingual outreach team that would ensure equitable access to services, information, and resources for the hardest-hit, marginalized, and harder-to-reach members of the community. This multilingual team will now be funded through SOIA's general funds. The Equity Support Staff does not only allow SOIA to continue the targeted outreach, application support, and community engagement that has been made possible through the ARPA funds, but will also provide further language and culturally competent support to all City departments looking to advance equity in their work.
- A **Language Justice Specialist** position has been added for FY24 to support the Language Access Plan drafting and implementation, city-wide staff training, day-to-day access needs, creation of language justice infrastructure, and scaling up of services.

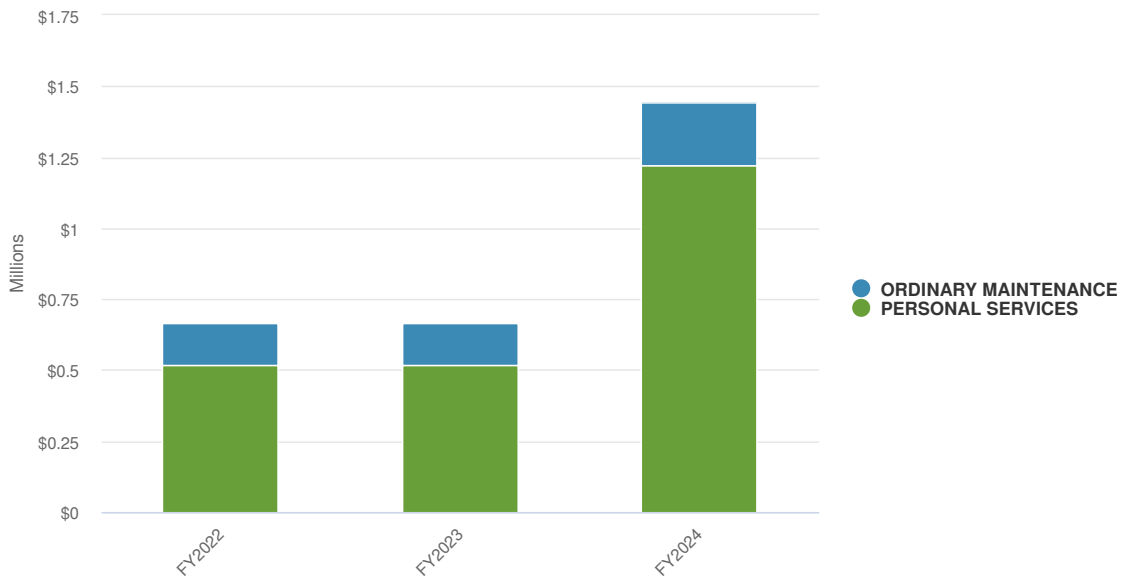
Ordinary Maintenance Changes

Projected increase from **\$240,144 to \$311,744** to reflect:

- **Increased funding for Language Access Services** – Increased from **\$41,600 to \$80,000**
 - Language Access Service needs have continued to increase from FY22 to FY23. We are currently on track to more than double language access service requests by the end of the fiscal year, averaging about 10 requests per work day . As the language access plan is developed and rolled out in the City, interpretation and translation costs will increase. This increase to the level service budget is necessary to be able to successfully roll out the Language Access Plan and bring all City departments into compliance with that plan, and thus provide equitable access to all city programs, opportunities, and information.
- **Increased funding for Immigrant Legal Defense)** – Increased from **\$110,000 to \$200,000**
 - The immigration services provided by SOIA often require further consultation or representation with an immigration attorney. SOIA is increasingly unable to secure pro-bono legal services from overburdened area nonprofit providers, resulting in time-consuming efforts to secure legal representation and an increasing number of residents without legal support.

Between August 2022 and March 2023, SOIA referred 47 cases to our immigration services vendor. The need for legal representation will likely only increase with war, environmental degradation, and economic crisis continuing to push millions of individuals out of their home countries and into the U.S. This increase to our level service budget will allow us to be better prepared to meet the great demand for legal services

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$487,423	\$941,190	\$951,788	\$1,067,893
SALARIES & WAGES TEMPOR'Y	\$22,865	\$23,480	\$11,817	\$145,635
HOLIDAYS NON-UNION	\$2,670	\$1,770	\$1,815	\$8,912
Total PERSONAL SERVICES:	\$512,958	\$966,440	\$965,421	\$1,222,440
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$87,720	\$163,664	\$74,448	\$142,064
EMPLOYEE TRAINING COURSES	\$125	\$10,000	\$125	\$10,000
S/W SVC		\$25,000	\$0	\$25,000
CUSTODIAL DETAIL			\$280	\$420
TRANSLATION SERVICES		\$15,000	\$471	\$15,000
OFFICE SUPPLIES	\$9,872	\$1,800	\$4,987	\$3,000
PRINTING & STATIONERY	\$90	\$8,500	\$228	\$8,500
OFFICE FURNITURE NOT CAPITALIZ	\$3,000		\$0	\$1,500
IN STATE TRAVEL	\$0	\$300	\$0	\$300
DUES AND MEMBERSHIPS	\$405	\$880	\$561	\$1,380
NEIGHBORHOOD IMP. COUNCIL	\$1,945	\$15,000	\$13,685	\$14,580
Total ORDINARY MAINTENANCE:	\$103,158	\$240,144	\$94,785	\$221,744
Total Expense Objects:	\$616,115	\$1,206,584	\$1,060,206	\$1,444,184

FY24 Professional & Technical Services

Project/Allocation	Estimate
Citizenship Programming	\$ 15,000
Translation & Interpretation Services	\$ 80,000
Language Line consolidated Account	\$ 41,064
SomerViva Leadership Development Program	\$ 5,000
Graphic Design Services	\$ 1,000

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24	FY24 Total
				Base Salary	
1	NU11 (NEW)	Language Justice Coordinator	10/1/2023	\$48,621	\$49,002
1	NU11	Community Engagement Specialist - Kreyol	7/1/2023	\$67,570	\$68,100
1	NU11	Community Engagement Specialist - Chinese	7/1/2023	\$67,570	\$68,100
1	NU11	Community Engagement Specialist - Portuguese	7/1/2023	\$67,570	\$68,100
1	NU11	Community Engagement Specialist - Spanish	7/1/2023	\$68,921	\$69,462
1	NU11	Community Engagement Specialist - Spanish	7/1/2023	\$67,570	\$68,100
1		Community Engagement Youth Specialist - Nepali (PT)	7/1/2023	\$10,440	\$10,522
1	NU8	Deputy Director & Language Justice Coordinator	7/1/2023	\$91,895	\$92,616
1	NU5	Director of SomerViva	7/1/2023	\$114,869	\$115,770
1	NU9	Haitian Kreyol Services Coordinator	7/1/2023	\$86,151	\$86,827
0.5	NU9	Legal Services Coordinator & Immigration Policy Analyst (20hrs /week)	7/1/2023	\$43,937	\$44,282
1	NU10	Multilingual Public Information Officer	7/1/2023	\$74,665	\$75,250
1	NU9	Nepali Services Coordinator	7/1/2023	\$86,151	\$86,827
1	NU9	Portuguese Services Coordinator	7/1/2023	\$86,151	\$86,827
1	NU9	Spanish Services Coordinator	7/1/2023	\$86,151	\$86,827
0.5		(New to GF) Equity Support - Housing	8/1/2023	\$20,064	\$20,064
0.5		(New to GF) Equity Support - Spanish	7/1/2023	\$22,606	\$22,606
0.5		(New to GF) Equity Support - Portuguese	7/1/2023	\$22,606	\$22,606
0.5		(New to GF) Equity Support - Haitian Creole	7/1/2023	\$22,606	\$22,606
0.5		(New to GF) Equity Support - Nepali	7/1/2023	\$22,606	\$22,606
0.5		(New to GF) Equity Support - Mandarin	7/1/2023	\$22,606	\$22,606
0.5		(New to GF) Youth Equity Support - Spanish	8/1/2023	\$9,600	\$9,600
0.5		(New to GF) Youth Equity Support - Portuguese	8/1/2023	\$9,600	\$9,600
0.5		(New to GF) Youth Equity Support - Haitian Creole	7/1/2023	\$10,186	\$10,186
0.5		(New to GF) Youth Equity Support - Nepali	7/1/2023	\$10,186	\$10,186
0.5		(New to GF) Youth Equity Support - Mandarin	8/1/2023	\$9,600	\$9,600

Language Justice Specialist - Job Description

Statement of Duties:

The Language Justice Specialist (LJS), working with the Deputy Director and Language Justice Coordinator, will help advance language justice goals for the City of Somerville, including the development and roll out of the 5 - year Language Access Plan. The LJS's duties include directly working with a number of City departments in their day-to-day operations to 1) Advance training and knowledge of language justice concepts, protocols, and procedures for providing language access services, 2) Guided by and in collaboration with SOIA's Language Services Coordinators and Community Engagement Specialists, provide guidance and consultation to City departments on equitable engagement strategies, event planning, and information sharing as it relates to language access and inclusion, and 3) Provide logistical and technical support for language access services at City departments' events.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Supports the Deputy Director and Language Justice Coordinator with the development and roll out of the 5-year Language Access Plan.
- Ensures City departments are informed of how to access and request language access services, and best practices for implementing successful language access services.
- Guided by and in collaboration with SOIA's Language Services Coordinators and Community Engagement Specialists, provides coaching and guidance to City departments on how to plan events and provide services that are equitable, accessible, and welcoming to multilingual communities.
- Helps departments create an equitable outreach and engagement strategy for events and vital information.
- Attends departmental City events as needed to provide logistical and technical support to ensure language access, including coordination with interpreters, management of equipment, and implementation of interpretation protocols.
- Research and develop language justice resources such as one-pagers, resource sheets, and guides to advance institutional training and knowledge of language justice concepts and practices.
- Prepare reports and conduct audits to track compliance with language justice policies and language access service usage across City departments.

Knowledge, Abilities and Skill

Knowledge:

- Strong knowledge of language justice best practices
- A minimum of 3 years direct experience working with immigrant communities in multilingual settings
- Knowledge of communication and access barriers faced by people who are immigrants, low-income, disabled, or elderly.
- A minimum 3 years of experience working with professional interpreters and translators or providing language access services

Ability:

- Strong background in community organizing, community engagement, communications access and/or similar qualification, especially with immigrant or multilingual populations.
- Proven ability to organize and facilitate workshops, presentations, trainings, and public and community events, virtually and in-person.
- Strong ability to foster collaboration and build trust with internal and external partners
- Ability to manage multiple tasks, prioritize, and balance short- and long-term responsibilities
- Proven ability to work in a team or independently as needed.

Skill:

- Must have strong written and verbal communication skills adaptable to a variety of settings and exemplary organizational skills.

- Strong customer service and empathetic listening skills.
- Must have strong analytical, research, and planning skills.
- Strong problem solving skills.
- Fluent proficiency in any of Somerville's top spoken languages (Spanish, Portuguese, Haitian Creole, Nepali, Mandarin, and Cantonese) preferred

CityTV Video and Television Services Division

Steve DeCarlo

Director

Somerville CityTV's mission is to bring alternative, equitable, 24/7, on-demand access to City information, legislative and municipal meetings, events, athletics, announcements, and emergency messaging to community members via formats known to be effective in serving underserved or vulnerable persons as well as the general population. The division provides programming and production for the two City TV stations (government GovTV and Educational EdTV), two YouTube Channels, a cablecasted e-bulletin board, the City website, and social media, as well as online on-demand and live streaming. CityTV provides public meeting documentation required to meet legal requirements, as well as internal video services to departments and programs citywide both for public-facing and staff purposes including training videos. GovTV and EdTV make up two-thirds of the PEG triad (Public, Education, and Government) in municipal cable television access. Cable and online streaming viewership continues to grow and ever-expanding programming offerings help bring events and information to many, especially at a time when in-person attendance remains affected by the pandemic.

Expenditures Summary

Changes to Budget Organization

In order to provide greater support to the Somerville Media Center (SMC), which makes up one-third of the PEG triad (Public, Education, and Government) in municipal cable television access, this budget marks the first year in which the CityTV Budget has been moved from the PEG ACCESS Revolving Fund and into the General Fund. Approval of this transition with sufficient funding for CityTV operations, will allow the full franchise fees paid to the City by its two licensed cable television providers to flow entirely to SMC, thus better supporting the valued community services provided by the full triad of PEG Access.

Changes to Personal Services

A decrease in Personal Services is due primarily to an accounting change necessitated by the move of the CityTV budget from a revolving fund and onto the General Fund: that is, fringe benefits payments are no longer reflected in CityTV Personal Services but rather will be paid by the citywide fringe benefit general funds.

Changes to Ordinary Maintenance

An increase of \$11,650 in OM primarily reflects new subscription fees for television closed captioning, new fees for enhanced live-streaming and video, and modest studio furnishings and equipment investments.

Note on Goals

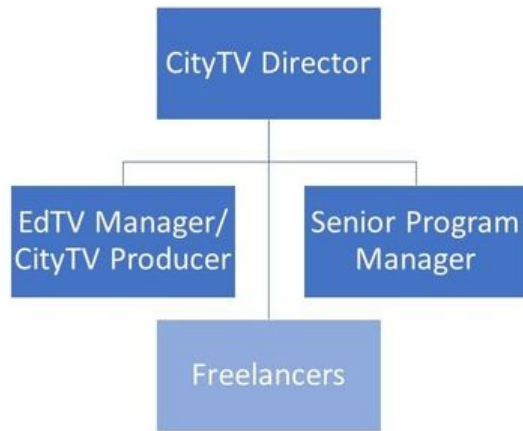
Please note that highly abbreviated CityTV goals were included in the overall FY23 Goals for the CCE budget, where they are updated. New more FY24 comprehensive goals for CityTV are now included below now that CityTV is reflected in the general fund (the prior revolving fund format did not allow for goal inclusion).

\$380,361 **\$380,361**
(100.00% vs. prior year)

PEG Access Proposed and Historical Budget vs. Actual



Organizational Chart



FY24 Goals

Goal	Measure of Progress
Continue to expand programming of timely, relevant government and educational content.	<ul style="list-style-type: none"> ◦ In 2022, CityTV delivered 10,768 hours of programming via 337 unique productions. ◦ Maintain or exceed this pace.
Continue to grow content, including multilingual content, for the comprehensive City announcement E-Bulletin Board.	<ul style="list-style-type: none"> ◦ Continue to post all City announcements. ◦ Expand outreach to departments for information for “evergreen” city service postings. ◦ Repurpose newsletter entries from SOIA newsletters for increased multilingual postings.
To support health services, produce a mental-health-related program for web/TV.	<ul style="list-style-type: none"> ◦ Engage HHS or SPS related staff in developing and delivering a program on mental health. ◦ Run program via all sources: Web, YouTube, GovTV, EdTV as appropriate.
Continue to support Racial and Social Justice television series production.	<ul style="list-style-type: none"> ◦ Continue and complete RSJ TV series of dedicated shows and session recordings. ◦ Run program via all sources: Web, YouTube, GovTV, EdTV as appropriate.
Expand closed-captioning services beyond YouTube to both GovTV and EdTV television channels.	<ul style="list-style-type: none"> ◦ Finalize equipment installation: waiting on converter held up by supply chain. ◦ Begin use of CC software before uploading to channels. ◦ Promote the update via the e-bulletin board and other methods.
Support interdepartmental meeting archive effort in collaboration with City Archivist to preserve legislative and other public meeting recordings.	<ul style="list-style-type: none"> ◦ Establish additional archival YouTube archive channel. ◦ Coordinate with Archives and departments citywide to create and follow protocol to store recordings of meetings.
Continue to support the management and support of hybrid meeting technology for departments citywide and for the Council and School Committee.	<ul style="list-style-type: none"> ◦ Keep hybrid meeting kits available to staff and Clerk (for the Council). ◦ Offer training as needed. ◦ Assist interested departments in establishing departmental kits. ◦ Work with proposed Communications Coordinator to establish training materials and guides.
Enhance recording capabilities for school and city events in the High School auditorium with the installation of a new switching system.	<ul style="list-style-type: none"> ◦ Develop equipment plan. ◦ Secure equipment. ◦ Work with consultant to install equipment. ◦ Train relevant staff.
Improve recording capabilities for athletics and larger events with the assembly of a new portable studio.	<ul style="list-style-type: none"> ◦ Develop equipment plan. ◦ Secure equipment. ◦ Train relevant staff and deploy equipment.

Expenditures by Expense Type

Budgeted Expenditures by Expense Type

PERSONAL SERVICES

76.4%

ORDINARY MAINTENANCE

23.6%

Name	FY2024 Revised Budget
Expense Objects	
PERSONAL SERVICES	
SALARIES	\$244,185
SALARIES & WAGES TEMPORARY	\$53,663
HOLIDAYS NON-UNION	\$900
Total PERSONAL SERVICES:	\$298,748
ORDINARY MAINTENANCE	
R&M - AUDIO/VISUAL EQUIPMENT	\$24,950
RENTALS EQUIPMENT	\$2,500
RENTAL-WATER COOLER	\$120
PROFESSIONAL & TECHNICAL SVC	\$22,000
EMPLOYEE TRAINING COURSES	\$2,500
LEGAL SERVICES	\$10,500
ADVERTISING	\$600
SOFTWARE SERVICES	\$6,500
CUSTODIAL DETAIL	\$1,000
POSTAGE	\$150
EXPRESS/FREIGHT	\$300
LICENSING FEES	\$3,800
OFFICE SUPPLIES	\$1,000
PRINTING & STATIONERY	\$2,900
OFFICE FURNITURE NOT CAPITALIZ	\$1,000



Name	FY2024 Revised Budget
COMPUTER EQUIPMENT NOT CAPITAL	\$2,000
AUDIO VISUAL SUPPLIES	\$6,843
IN STATE TRAVEL	\$300
DUES AND MEMBERSHIPS	\$800
Total ORDINARY MAINTENANCE:	\$89,763
Total Expense Objects:	\$388,511

FY24 Professional & Technical Services

Project/Allocation	Estimate
Carasoft video streaming & on-demand portal	\$17,000
Various new installs & technical consulting	\$8,000

Positions Listing

FTE	GradeJob Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	Director of CityTV Operations	7/1/2023	\$91,741	\$92,447
1	Producer & EdTV Manager	7/1/2023	\$82,721	\$83,357
1	Senior Program Manager	7/1/2023	\$70,543	\$71,086



Human Resources

Anne Gill

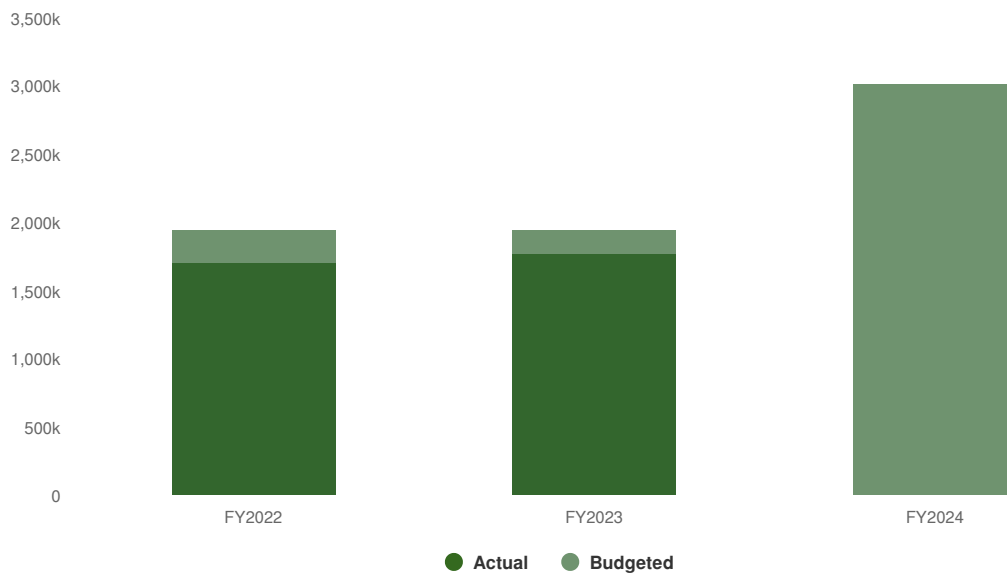
Director of Human Resources

To ensure the successful delivery of city services by recruiting, developing, motivating, and retaining qualified employees to provide the highest possible level of public service. Human Resources promotes and supports organizational excellence through effective human resources programming regarding compensation, benefits, training, safety initiatives, quality customer service, and professional development, in an environment that embraces diversity, equity and inclusion. Human Resources also works with City managers and staff to ensure that the workplace adheres to applicable employment laws, collective bargaining agreements, and payroll administration.

Expenditures Summary

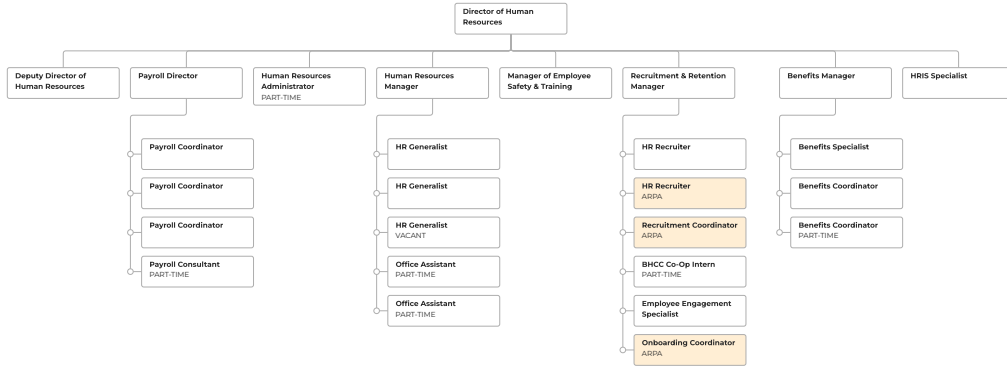
\$3,015,125 **\$1,065,810**
(54.68% vs. prior year)

Human Resources Proposed and Historical Budget vs. Actual



FY24 Human Resources Organizational Chart

FY25 Organizational Chart



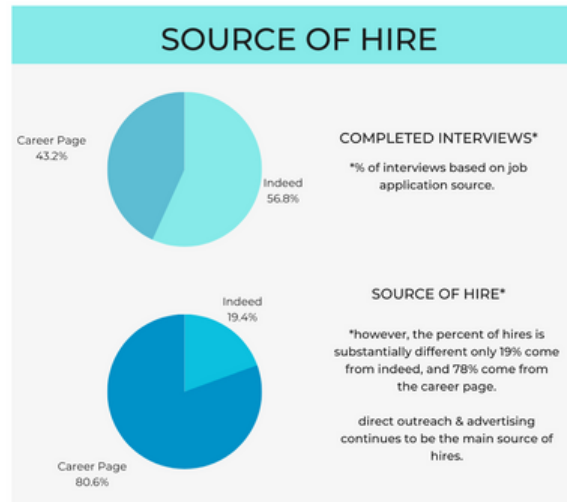
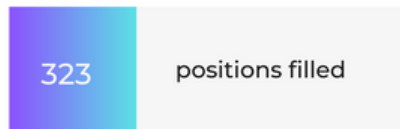
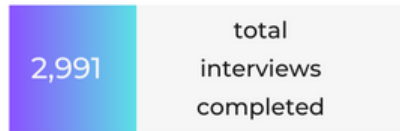
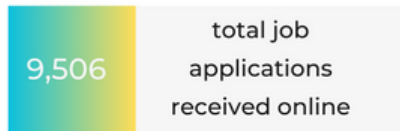
FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Increase Human Resources technical infrastructure. This will allow the HR Department to efficiently process transactional work and focus on value-added employee programs and services.	Continue to explore capabilities of the current MUNIS system.
Goal 1.2: Increase Human Resources technical infrastructure. This will allow the HR Department to efficiently process transactional work and focus on value-added employee programs and services.	Employee Self-Service (ESS): Munis pilot underway in HR Department; implementation with training for all City employees in FY24-25.
Goal 1.3: Increase Human Resources technical infrastructure. This will allow the HR Department to efficiently process transactional work and focus on value-added employee programs and services.	Human Resources Information System (HRIS): examine current HRIS information to ensure the accuracy of the dataset.
Goal 2.1: Implement Mayor's Work Better Task Force recommendations	Hire an Employee Engagement Specialist to address action items in the Work Better Task Force Report.

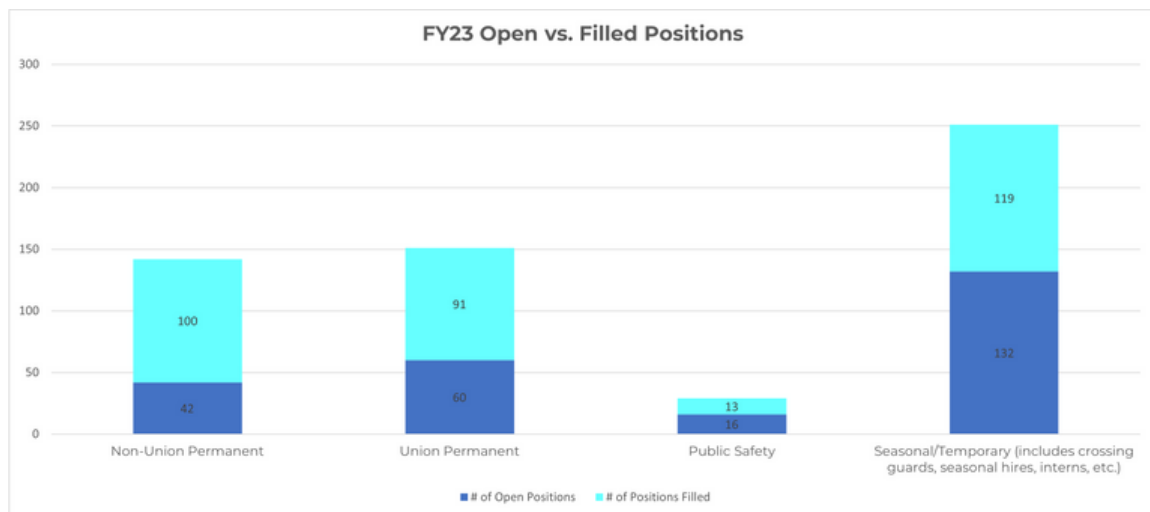
Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1.1: Build out and improve the MUNIS Payroll and HR modules. The City needs an applicant tracking system that integrates with the MUNIS system, as well as employee time & attendance improvements in order to build towards an Employee Self-Service system for benefits, training, and other administrative functions	Continue work with consultant in Q1, and hire HRIS manager	Complete
Goal 1.2: Build out and improve the MUNIS Payroll and HR modules. The City needs an applicant tracking system that integrates with the MUNIS system, as well as employee time & attendance improvements in order to build towards an Employee Self-Service system for benefits, training, and other administrative functions	Review consultant analysis and implement recommended improvements in Q2	Complete Added an Applicant Tracking System (ATS)
Goal 1.3: Build out and improve the MUNIS Payroll and HR modules. The City needs an applicant tracking system that integrates with the MUNIS system, as well as employee time & attendance improvements in order to build towards an Employee Self-Service system for benefits, training, and other administrative functions	Assess additional needs in Q3 and Q4, and create timeline for deliverables and workplan.	In Progress Testing Employee Self-Service (ESS) module
Goal 2.1: Human Resources will focus on employee retention strategies throughout FY23. Attracting and hiring talent is only the start; creating an engaged workforce requires clear communication where individual contributions are recognized, professional development and skill-building is encouraged, enhanced benefits are offered, and a culture of respect and teamwork is a common goal	Initiate a salary & benefits study, work with the Mayor's Work Better Task Force, and hire Recruitment Manager in Q1	Complete
Goal 2.2: Human Resources will focus on employee retention strategies throughout FY23. Attracting and hiring talent is only the start; creating an engaged workforce requires clear communication where individual contributions are recognized, professional development and skill-building is encouraged, enhanced benefits are offered, and a culture of respect and teamwork is a common goal	Create timelines with benchmarks with salary & benefits study consultant, review Task Force recommendations, and create long-range recruitment goals with Recruitment Manager in Q2 - Q4	Complete

FY23 Recruitment At-A-Glance



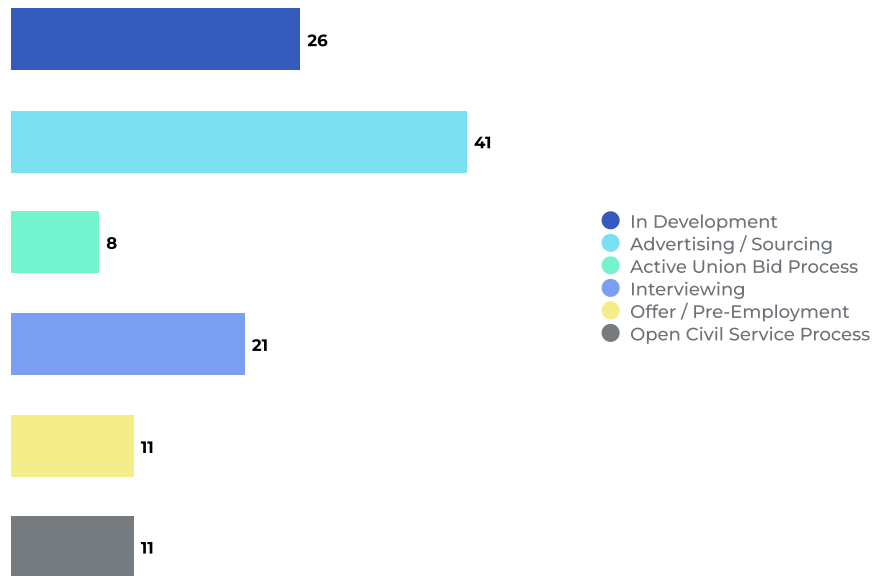
FY23 Recruitment Stats



Status of Remaining Permanent Positions

The chart visualizes how many vacancies there are in each stage of the full-cycle recruitment process. **Currently, there are a total of 118 open vacancies (of permanently budgeted positions, as of May 2023, NOT including seasonal/temporary).**

FY23 REMAINING VACANCIES



Budget Details

Personal Services Changes

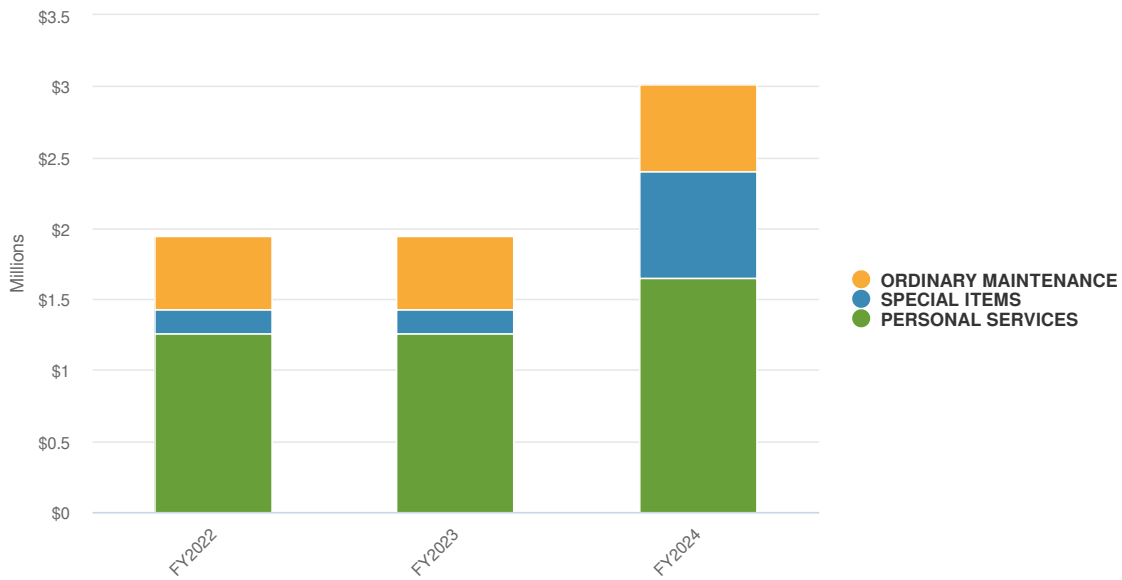
- Temporary salaries increase to fund Human Resources Information Technology (HRIS) technical support and new Bunker Hill Community College co-op program (\$64,000)
- Addition of a new **Employee Engagement & Retention Specialist** to develop strategic plan to implement action items in the Work Better Task Force report:
 - Develop Universal Employee Onboarding (Strategy 1, Action 3)
 - New Emerging Leaders Program (Strategy 3, Action 3)
 - Monthly training on DEI (Strategy 4, Action 1)
 - Create Opt-In Affinity Groups and Mentorship Programs City-wide (Strategy 4, Action 2)
 - Job Purpose and Esteem (Strategy 5, Action 2)
 - Incentivize Alternative Means of Commuting (Strategy 6, Action 1)
 - Improving Pride in the City of Somerville Brand (Strategy 6, Action 2)
 - Make New Experiences More Accessible to City Staff (Strategy 6, Action 3)

Ordinary Maintenance Changes

- **Professional & Technical Services:** increase for new initiatives including:
 - Feasibility Study for Employee Child Care (\$20,000)
 - Contingency Payments for Temp to Perm Employees (\$25,000)
 - Language Testing pilot to establish baseline data of employee language skills so we can cost out and create employee incentive programs for bilingual/multilingual speakers (\$15,000)
- **Other OM budget increases:**
 - Employee Training Courses - City-wide manager/employee training (\$30,000)
 - Arbitration Services - to cover increased arbitration forecast in FY24 (\$25,000)
 - In State and Out of State Conferences - HR staff professional development (\$30,000)
- **Special Items:**
 - Non-union Education Reimbursement Account - increase account with a new cap of \$5,000 reimbursement/employee (\$90,000)
 - MBTA Pass Program - new employee pilot program (\$500,000)



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$1,033,007	\$1,313,120	\$1,190,879	\$1,467,047
SALARIES & WAGES TEMPOR'Y	\$106,834	\$101,000	\$145,173	\$165,458
OVERTIME	\$3,680	\$4,300	\$2,575	\$4,300
LONGEVITY	\$2,250	\$0	\$0	
HOLIDAYS NON-UNION	\$7,864	\$2,429	\$2,301	\$11,818
HOLIDAYS - S.M.E.A.	\$561	\$142	\$0	\$142
UNIFORM ALLOWANCE	\$0	\$350	\$0	\$350
OTHER LUMP SUM PAYMENTS	\$54,786	\$0	\$0	
Total PERSONAL SERVICES:	\$1,208,981	\$1,421,341	\$1,340,928	\$1,649,115
ORDINARY MAINTENANCE				
GYM REIMBURSEMENT	\$0	\$4,000	\$2,546	\$4,000
R&M - OFFICE EQUIPMENT	\$500		\$310	
MAINT CONTRACT-OFFC EQUIP	\$1,062	\$0	\$2,366	\$2,000
RENTAL-WATER COOLER	\$216	\$300	\$453	\$300
PROFESSIONL & TECHNCL SVC	\$335,922	\$296,300	\$254,620	\$374,064
EMPLOYEE TRAINING COURSES	\$4,808	\$15,000	\$9,193	\$55,000
ADVERTISING	\$31,016	\$50,000	\$38,233	\$49,602
ARBITRATION SERVICES	\$50,613	\$50,000	\$40,796	\$75,000
POSTAGE	\$2,259	\$100	\$2,274	\$100
WELLNESS PROGRAM	\$702	\$6,000	\$662	\$6,000
OFFICE SUPPLIES	\$2,016	\$3,000	\$2,955	\$3,000



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
PRINTING & STATIONERY	\$5,704	\$6,000	\$8,668	\$6,000
FOOD SUPPLIES & REFRESHMT	\$0	\$200	\$484	\$2,136
MAGAZINES & PUBLICATIONS	\$1,168	\$1,200	\$1,010	\$1,200
UNIFORMS			\$74	\$398
IN STATE TRAVEL	\$30	\$0	\$0	
IN STATE CONFERENCES			\$0	\$15,000
OUT OF STATE TRAVEL			\$3,373	\$5,000
OUT OF STATE CONFERENCES			\$0	\$10,000
DUES AND MEMBERSHIPS	\$2,195	\$3,500	\$1,116	\$3,500
REIMB/ALLOWANCES	\$0	\$210	\$0	\$210
Total ORDINARY MAINTENANCE:	\$438,210	\$435,810	\$369,130	\$612,510
SPECIAL ITEMS				
ED INCENTIVES SMEA A	\$0	\$7,500	\$0	\$7,500
EDUCATIONAL INCENTIVE - B	\$2,400	\$35,000	\$0	\$35,000
ED INCENTIVE - FIRE ALARM	\$1,301	\$10,000	\$0	\$10,000
ED INCENTIVE - E911	\$0	\$3,500	\$0	\$3,500
SMEA EMPLOY FLUENCY BONUS	\$15,000	\$18,000	\$19,000	\$18,000
NON-UNION EDUCATION	\$6,744	\$10,000	\$10,000	\$100,000
EDUCATION INCENTIVE - FIRE	\$47,780	\$75,000	\$34,134	\$75,000
FIRE FLUENCY BONUS	\$9,500	\$4,500	\$0	\$4,500
MBTA PASS				\$500,000
Total SPECIAL ITEMS:	\$82,725	\$163,500	\$63,134	\$753,500
Total Expense Objects:	\$1,729,916	\$2,020,651	\$1,773,192	\$3,015,125

FY24 Professional & Technical Services

Project/Allocation	Estimate
Investigative services consultants	\$ 50,000
Munis HRIS implementation	\$ 50,000
Employment screenings and medical evaluations	\$ 49,000
Recruitment & retention program	\$ 47,000
Recruiting scheduling software	\$ 30,000
Employee compensation and benefits study	\$ 25,000
Temp to perm employee contingency	\$ 25,000
EAP contract	\$ 21,000
Feasibility study - City childcare	\$ 20,000
Police Chief search	\$ 20,000
Language fluency testing pilot	\$ 15,000
Pre-employment assessments pilot	\$ 5,000
Shredding services	\$ 1,000
Misc	\$ 18,000

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU9	(NEW) Employee Engagement Specialist	10/1/2023	\$60,776	\$61,253
1	NU8	Benefits Manager	7/1/2023	\$97,520	\$98,285
1	NU4	Deputy Director of Human Resources	7/1/2023	\$126,355	\$127,347
1	NU2	Director of Human Resources	7/1/2023	\$158,469	\$159,713
1	NU11	HR Benefits Coordinator	7/1/2023	\$73,140	\$73,433
1	NU10	Benefits Specialist	7/1/2023	\$73,201	\$73,775
1	NU11	HR Generalist	7/1/2023	\$68,921	\$69,462
1	NU11	HR Generalist	7/1/2023	\$67,570	\$68,100
1	NU12	Human Resources Assistant	7/1/2023	\$56,308	\$56,750
1	NU8	Human Resources Manager	7/1/2023	\$91,895	\$92,616
1	NU11	Payroll Coordinator	7/1/2023	\$67,570	\$68,100
1	NU11	Payroll Coordinator	7/1/2023	\$76,095	\$76,692
1	NU11	Payroll Coordinator	7/1/2023	\$76,095	\$76,692
1	NU6	Payroll Director	7/1/2023	\$116,425	\$117,338
1	NU7	Project Manager (HRIS)	7/1/2023	\$92,007	\$92,729
1	NU11	Recruiter	7/1/2023	\$74,602	\$75,188
1	NU8	Recruitment and Retention Manager	7/1/2023	\$90,093	\$90,800

Workers' Compensation

Renee Mello

Manager of Employee Safety & Training

The Workers' Compensation Division is located within the Human Resources Department. Workers' Compensation administers benefits for all City of Somerville and Somerville Public School employees excluding public safety officials. The goal of the Workers' Compensation Division is to ensure that eligible, injured employees receive quality and timely medical services, receive timely benefits, and return to work as soon as they are capable.

Workers Compensation Insurance Fund

In 2021, the City Council adopted MGL Chapter 40, Section 13A [2](#), and established a Workers' Compensation Insurance Fund. This fund allows the City to manage payments, claims, and medical bills associated with Workers' Compensation activities more effectively. Expenses for these activities are unpredictable and frequently cannot be resolved within one fiscal year. The fund provides more management flexibility and allows the Workers' Compensation Agent to carry forward encumbrances into successive fiscal years and budget with a longer-term outlook.

The FY24 budget proposes an appropriation of \$675,000 to the Workers Compensation Insurance Fund. This funding is shown in the appropriation order under the "Transfer to Special Revenue" object.

Ongoing expenditures charged to the General Fund are outlined below.

Expenditures by Expense Type

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$88,381	\$91,788	\$91,601	\$95,119
WORKERSCOMP REEMPLOY	\$0	\$10,500	\$0	\$10,500
HOLIDAYS NON-UNION	\$338	\$176	\$176	\$762
Total PERSONAL SERVICES:	\$88,719	\$102,464	\$91,776	\$106,381
ORDINARY MAINTENANCE				
PROFESSIONL & TECHNCL SVC	\$5,610	\$20,000	\$21,590	\$20,000
EMPLOYEE TRAINING COURSES	\$994	\$10,000	\$2,040	\$20,000
LEGAL SERVICES	\$27,633	\$30,000	\$30,000	\$30,000
OFFICE SUPPLIES			\$0	\$1,000
OFFICE FURNITURE	\$7,978	\$10,000	\$9,407	\$9,000
MEDICAL/DENTAL SUPPLIES	\$4,399	\$1,600	\$20	\$1,600
PUBLIC SAFETY SUPPLIES	\$8,327	\$17,500	\$18,865	\$27,500
IN STATE TRAVEL	\$482	\$750	\$280	\$750
Total ORDINARY MAINTENANCE:	\$55,422	\$89,850	\$82,202	\$109,850
Total Expense Objects:	\$144,141	\$192,314	\$173,979	\$216,231

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU9	Manager of Employee Safety & Training	7/1/2023	\$95,118	\$95,864



Information Technology

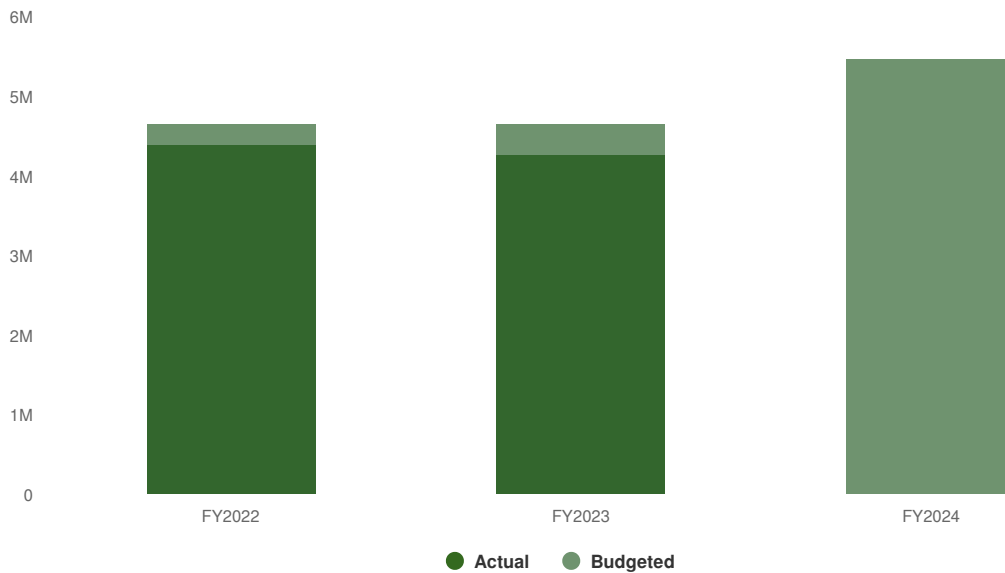
David B. Goodridge
Chief Information Officer

Establish and maintain a network infrastructure that is secure, reliable, accessible and flexible while providing timely and effective technology support services to city staff that maximizes and enhances their productivity and their ability to provide ever-improving city services.

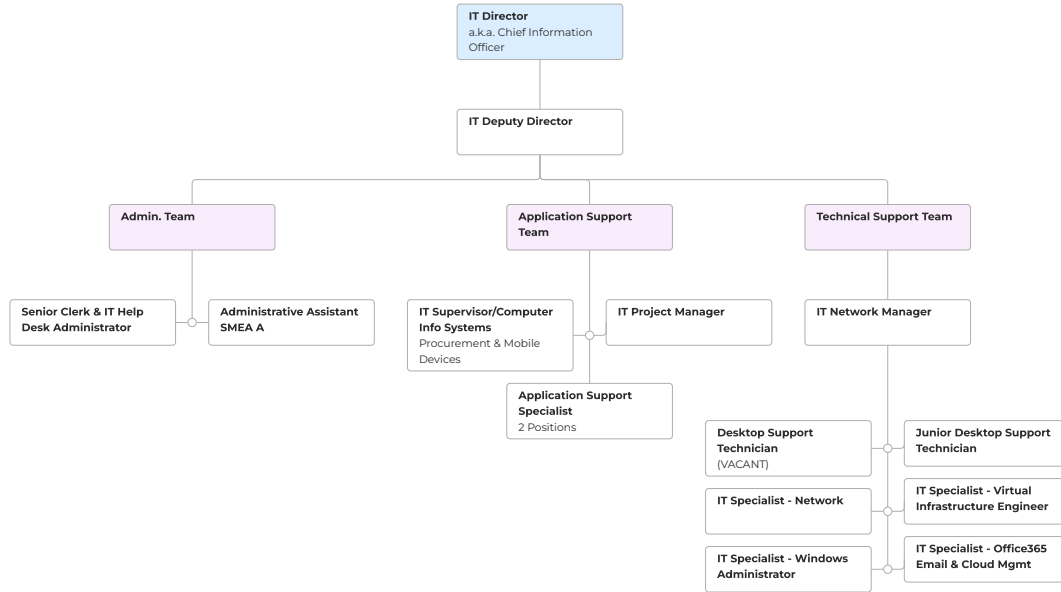
Expenditures Summary

\$5,463,277 **\$794,554**
(17.02% vs. prior year)

Information Technology Proposed and Historical Budget vs. Actual



Organizational Chart



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Provide support/analysis for both Citywide and department level applications	-Implement Munis Version 2021.7 - departmental testing in progress, support Munis Doc Origin conversion, and support other department-level application implementations
Goal 2: SPS Infrastructure Refresh	-Successful implementation of each school
Goal 3: Miscellaneous Project Completions	-Finish building alarm conversions, convert remaining fax lines, and decommission older workstation equipment
Goal 4: Server/Application Upgrades	-Completion of each server/application

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Provide support and analysis for Citywide and department-level application deployments and upgrades	-Deploy DPW computers and City Hall computers	Complete
Goal 2: Implementation of infrastructure projects via ARPA	-Successful implementation of 4ARPA related technology projects	In Progress
Goal 3: Finish up deployment of laptops and decommission older Windows 7 computers across whole city	-Complete rollout of laptops for existing staff. Search and replace remaining older computing devices.	In Progress
Goal 4: Finish PSTN cost reduction by converting to voip devices and rolling out the remainder of fax lines to network faxing	-Deploy VoIP devices and fax to desktop lines and disconnect copper phone lines for cost reduction	In Progress

Budget Details

Personal Services Changes

Personal Services are projected up 2.34% for FY24. This budget proposes replacing a vacant project manager position with two new additional positions. Other changes in salaries are due to negotiated collective bargaining agreements and proposed non-union increases.

Ordinary Maintenance Changes

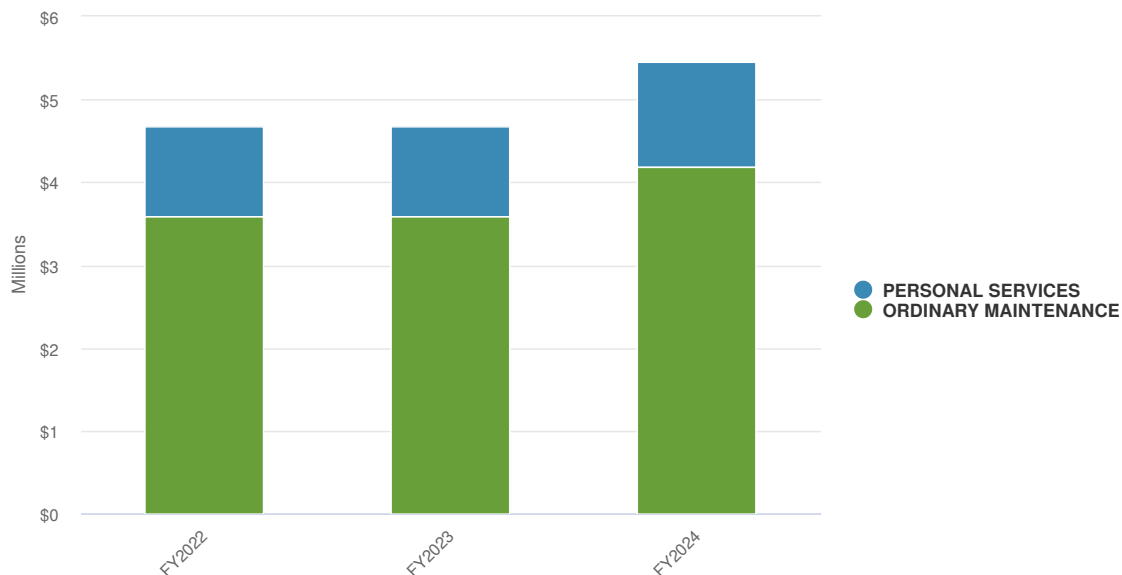
Ordinary Maintenance costs are up 21% for FY24. Primary drivers are departmental software requests and security related enhancements, proof/tech for server and application upgrades, cellular services due to increased headcount, hardware end-of-life replacements, and cabling requirements due to office renovations and network cleanup.

FY23 Supplemental Appropriations

Please note that the following supplemental appropriations were made in FY23 and are not reflected in the FY23 Adopted budget column:

- \$424,951 in additional funds for the eRate program.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$922,031	\$1,228,603	\$1,029,748	\$1,257,376
SALARIES & WAGES TEMPOR'Y			\$3,226	
OVERTIME	\$4,563	\$7,000	\$2,634	\$7,000
LONGEVITY	\$5,500	\$5,575	\$5,100	\$3,950
OUT OF GRADE			\$1,210	
HOLIDAYS NON-UNION	\$3,926	\$1,558	\$1,159	\$6,850
HOLIDAYS - S.M.E.A.	\$4,740	\$801	\$2,327	\$2,614
PERFECT ATTENDANCE	\$1,700	\$0	\$1,700	\$0



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
UNIFORM ALLOWANCE	\$350	\$1,050	\$700	\$700
Total PERSONAL SERVICES:	\$942,810	\$1,244,587	\$1,047,805	\$1,278,490
ORDINARY MAINTENANCE				
REPAIRS COMPUTER EQUIPMT	\$257,644	\$86,100	\$58,561	\$89,850
MAINT SOFTWARE	\$1,811,003	\$2,198,163	\$2,048,560	\$2,657,514
R&M - SERVICE CONTRACTS	\$0	\$300	\$0	\$300
CABLING NON CAPITAL			\$0	\$1,443
LEASE - PHOTOCPIER EQUIPMENT	\$61,555	\$70,000	\$56,095	\$70,000
RENTAL-WATER COOLER	\$114	\$300	\$127	\$300
PROFESSIONL & TECHNCL SVC	\$50,675	\$84,350	\$61,880	\$103,700
EMPLOYEE TRAINING COURSES	\$21,086	\$25,000	\$20,000	\$25,000
E-RATE	\$22,588	\$0	\$0	
PHONE MAINTENANCE	\$0	\$400	\$0	\$400
CELLUAR & PAGING SERVICES	\$322,903	\$350,000	\$435,383	\$528,000
POSTAGE	\$0	\$200	\$0	\$200
PSTN-USAGE	\$129,214	\$170,447	\$123,780	\$172,600
WEB SITE COSTS	\$27,250	\$31,200	\$27,136	\$36,200
INTERNET MAINTENANCE	\$42,314	\$62,580	\$66,295	\$62,580
OFFICE SUPPLIES	\$1,727	\$1,000	\$850	\$1,000
COMPUTER SUPPLIES	\$6,969	\$10,000	\$6,950	\$10,000
OFFICE FURNITURE			\$9,950	
COMPUTER EQUIPMENT	\$747,239	\$320,576	\$254,120	\$348,800
CELLULAR DEVICES	\$23,680	\$17,800	\$7,345	\$17,800
UNIFORMS	\$1,339		\$1,706	
IN STATE TRAVEL			\$0	\$13,200
IN STATE CONFERENCES			\$0	\$4,000
OUT OF STATE TRAVEL			\$1,475	
OUT OF STATE CONFERENCES			\$1,349	
DUES AND MEMBERSHIPS	\$0	\$1,900	\$0	\$1,900
CABLEING	\$26,895	\$20,000	\$38,545	\$40,000
Total ORDINARY MAINTENANCE:	\$3,554,194	\$3,450,316	\$3,220,108	\$4,184,787
Total Expense Objects:	\$4,497,004	\$4,694,903	\$4,267,912	\$5,463,277

FY24 Professional & Technical Services

Project/Allocation	Estimate
Network troubleshooting	32,000
eRate Consultant	22,100
Munis Consulting	49,600



Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU7	(NEW) Desktop Support Technician	10/1/2023	\$52,672	\$53,086
1	NU11	(NEW) Jr Desktop Support Technician	2/1/2024	\$26,795	\$27,005
1	10	Administrative Assistant SMEA A	7/1/2023	\$93,546	\$96,180
1	NU9	Application Support Specialist	7/1/2023	\$81,182	\$81,819
1	NU9	Application Support Specialist	9/1/2023	\$67,430	\$67,959
1	NU2	Chief Information Officer	7/1/2023	\$152,316	\$153,511
1	NU5	Deputy Director of IT	7/1/2023	\$117,166	\$118,085
1	NU7	IT Network Manager	7/1/2023	\$105,687	\$106,516
1	NU7	IT Project Manager	7/1/2023	\$99,591	\$100,372
1	NU10	IT Specialist	7/1/2023	\$77,681	\$78,291
1	NU10	IT Specialist - Office365 Email & Cloud Management	7/1/2023	\$74,665	\$75,250
1	G	IT Specialist - Virtual Infrastructure Engineer	7/1/2023	\$74,137	\$74,719
1	5	IT Specialist - Windows Administrator	7/1/2023	\$76,292	\$76,586
1	13	IT Supervisor/Computer Info Systems	7/1/2023	\$112,095	\$115,024
1	CLER4	Senior Clerk & IT Help Desk Admin	7/1/2023	\$46,464	\$47,178

Elections

Nicholas Salerno
Chairman of Elections

Conducts elections, oversee the collection of census data, and maintain a collection of public records including voter and resident lists, campaign finance records, and election results. The Elections Department conducts fair and orderly elections by distributing and administering nomination papers and petitions, certifying signatures, preparing ballots, administering early elections, staffing polling locations, maintaining voting machines, training wardens and clerks, tabulating votes, publishing the official results of all elections, and ensuring candidates' compliance with campaign finance laws and the Somerville Ethics Ordinance. The Department also administers the annual city census, which is mandated by the City Charter and the general laws of Massachusetts. Census information is used by the Election Department to ensure accurate voting lists and is used as a critical data source by many city agencies

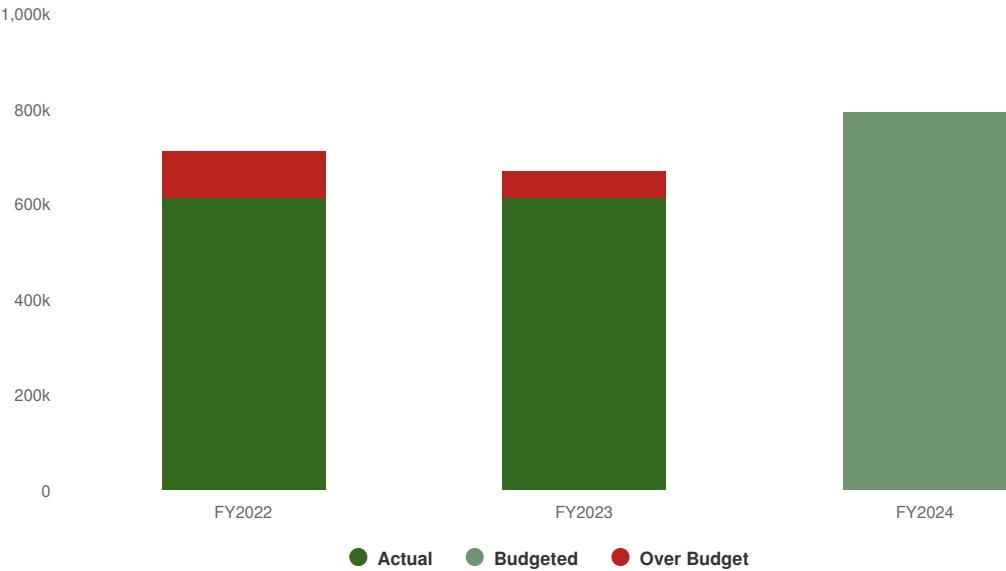
Expenditures Summary

\$791,359

\$179,026

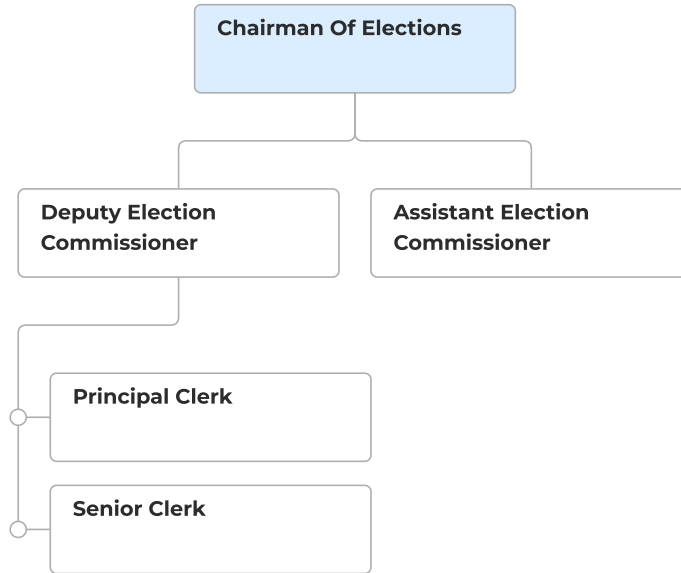
(29.24% vs. prior year)

Elections Proposed and Historical Budget vs. Actual



Organizational Chart

Elections



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Conduct impartial and efficient elections	-Adhere to state laws and regulations along with the mandates of our city charter to conduct 2 local elections and the March 5, 2024 Presidential Primary.
Goal 2: Increase census return rate and voter turnout	-Conduct three census mailings. For FY24 We will increase the number of census mailings which should increase voter turnout.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Conduct impartial and efficient elections	-Adhere to state laws and regulations along with the mandates of our city charter	Complete
Goal 2: Increase census rate and voter turnout	-Conduct three census mailings. We expect that the census mailings will also increase voter registration and turnout.	Ongoing
Goal 3: Add additional 11 precincts to our current 21 voting locations. This is due to reprecincting by the state.	-Locations and approvals to be determined.	Complete

Budget Details

Personal Services Changes

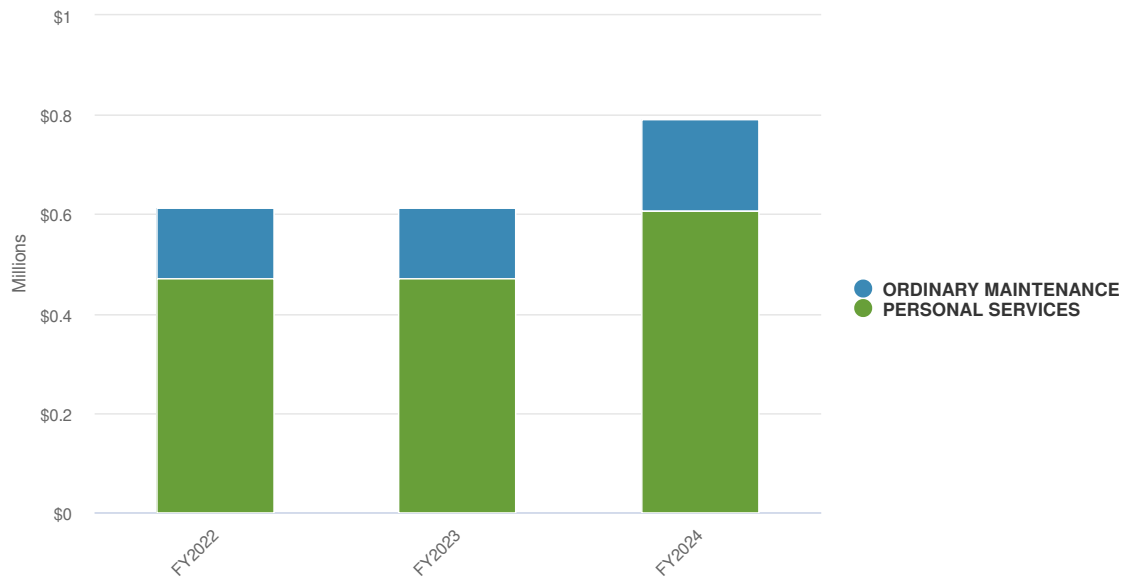
- This increase is driven by mandated early voting and mail-in voting, which requires additional personnel for several months.

Ordinary Maintenance Changes

Ordinary Maintenance is projected down nearly 20%

- This is primarily due to a reduction in the Professional & Technical Services object. This change is due to the hiring of two part-time temporary staff positions in place of staffing agency employees.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$311,574	\$362,811	\$322,132	\$369,060
SALARIES - MONTHLY	\$11,448	\$11,448	\$9,858	\$11,125
SALARIES & WAGES TEMPORARY	\$102,501	\$187,269	\$108,660	\$205,627
OVERTIME	\$9,344	\$22,955	\$13,589	\$15,569
LONGEVITY	\$1,550	\$1,800	\$1,650	\$1,700
HOLIDAYS NON-UNION	\$766	\$200	\$199	\$864
HOLIDAYS - S.M.E.A.	\$2,435	\$497	\$1,246	\$2,094
PERFECT ATTENDANCE	\$800		\$0	\$600
UNIFORM ALLOWANCE	\$350	\$700	\$350	\$1,400
Total PERSONAL SERVICES:	\$440,768	\$587,680	\$457,685	\$608,039
ORDINARY MAINTENANCE				
MAINT CONTRACT-OFFC EQUIP	\$1,889	\$2,495	\$2,000	\$2,560

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
RENTALS-BUILDINGS	\$1,570	\$2,700	\$3,240	\$3,780
RENTAL-WATER COOLER	\$72	\$500	\$377	\$500
PROFESSIONL & TECHNCL SVC	\$94,106	\$128,566	\$66,558	\$36,655
ADVERTISING	\$2,655	\$6,500	\$2,222	\$5,700
POSTAGE	\$31,708	\$41,000	\$71,000	\$46,000
OFFICE SUPPLIES	\$2,730	\$6,000	\$3,346	\$8,000
PRINTING & STATIONERY	\$25,498	\$21,750	\$17,957	\$38,800
OFFICE EQUIPMENT NOT CAPITALIZ	\$5,197	\$1,500	\$0	\$1,500
OFFICE FURNITURE NOT CAPITALIZ			\$4,223	
BOOKS & BOOKBINDING	\$0	\$500	\$115	\$500
OTH EQUIPMENT NOT CAPITALIZE	\$28,340		\$0	
FOOD SUPPLIES & REFRESHMT	\$1,486	\$1,750	\$2,101	\$2,750
UNIFORMS			\$596	
IN STATE TRAVEL			\$0	\$1,565
IN STATE CONFERENCES	\$0	\$1,500	\$0	\$735
DUES AND MEMBERSHIPS	\$0	\$200	\$0	\$200
CENSUS	\$16,223	\$27,500	\$38,864	\$34,075
Total ORDINARY MAINTENANCE:	\$211,473	\$242,461	\$212,600	\$183,320
Total Expense Objects:	\$652,241	\$830,141	\$670,285	\$791,359

FY24 Professional & Technical Servies

Project/Allocation	Estimate
Yearly maintenance - equipment	\$ 14,555
On site technical support	\$ 4,200
Parts, equipment, supplies	\$ 2,000
Coding of memory sticks for Sept/Nov/March elections	\$ 15,000
Civera annual license	\$ 3,000
Copier annual maintenance	\$ 1,500

Personnel Listing

FTE	Grade Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	5 Assist Election Commissioner	7/1/2023	\$80,836	\$82,420
1	NU7 Chairman of Elections	7/1/2023	\$107,801	\$108,646
1	7 Deputy Election Commissioner	7/1/2023	\$85,920	\$87,545
	Election Commission	7/1/2023	\$3,816	\$3,816
	Election Commission	7/1/2023	\$3,816	\$3,816
	Election Commission	8/1/2023	\$3,493	\$3,493
1	CLER3 Principal Clerk	7/1/2023	\$49,404	\$50,641
1	CLER4 Senior Clerk	7/1/2023	\$45,097	\$45,801



City Clerk

Kimberly Wells

City Clerk

The City Clerk is responsible for recording, maintaining, and certifying municipal records, including resident vital statistics, business licenses, and legislative acts. The Clerk's Office provides technical assistance to individuals and businesses, and professional support to public officials. The City Clerk also provides professional and clerical support to the City Council and Licensing Commission, including meeting preparation, interdepartmental communication, license and permit processing, and document management. Additionally, the Archives Division facilitates compliance with records retention requirements for all City Departments by maintaining inactive records until the end of their retention period, and providing preservation and access to permanent records.

Expenditures Summary

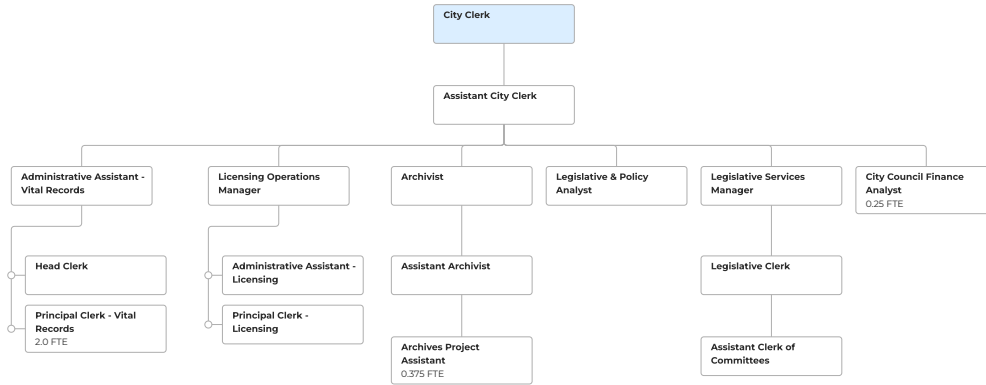
\$1,231,495 **\$357,111**
(40.84% vs. prior year)

City Clerk Proposed and Historical Budget vs. Actual



Organizational Chart

City Clerk



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Establish consistent Records Management policies and procedures	<ul style="list-style-type: none"> ◦ Update collections in ArchivesSpace ◦ Work with consultant to complete City Hall inventory and assessment, continue citywide with staff if available ◦ Conduct public history outreach to make elements of city history accessible to the public ◦ Perform an evaluation of Digital Preservation against SERP framework to determine next process steps ◦ Establish a knowledge management program ◦ Create policies for transferring electronic records into the Archives
Goal 2: Improve Board & Commission information availability	<ul style="list-style-type: none"> ◦ Create and maintain a public-facing database for Board and Commission positions
Goal 3: Improve City Council accessibility and administration	<ul style="list-style-type: none"> ◦ Provide CART services for all City Council meetings ◦ Create process for translation of meeting materials ◦ Migration City Council records from IQM2 to Legistar ◦ Publish City Council minutes within 3 days of the meeting ◦ Create training materials for various city processes, as they relate to the City Council
Goal 4: Improve Licensing administration and access	<ul style="list-style-type: none"> ◦ Issue business licenses within 5 business days of final authorization ◦ Present Licensing Commission decisions to the corresponding state agency within 5 business days ◦ Publish Licensing Commission minutes within 3 business days of the meeting ◦ Publish Licensing Commission agendas in compliance with the Open Meeting Law ◦ Create searchable, mappable database for all licenses ◦ Complete comprehensive review of license fees (BL, PEL, AL, ALM, ME) ◦ Translate licensing materials, in particular application instructions, into Spanish and Portuguese ◦ Establish process for adult-use marijuana (ME) applications
Goal 5: Maintain consistent Vital Records administration	<ul style="list-style-type: none"> ◦ Implement genealogy search process ◦ Fulfill requests for vital records, business certificates, and dog licenses within 3 business days of receipt ◦ Respond to online records orders within 2 business days

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Provide consistent administrative support for municipal government, including City Council and the licensing commission.	<ul style="list-style-type: none"> ◦ Publish City Council agendas in compliance with the Open Meeting Law, and City Council minutes within 3 business days of the meeting ◦ Publish Licensing Commission agendas in compliance with the Open Meeting Law, and Licensing Commission minutes within 10 business days of the meeting ◦ Present licensing commission decisions on licenses (e.g. alcohol licenses) to the corresponding state agency within 5 business days 	Complete, Ongoing
Goal 2: Provide accurate and courteous customer service.	<ul style="list-style-type: none"> ◦ Fulfill requests for vital records, business certificates, and dog licenses within 3 workdays of receipt, and issues business licenses within 5 workdays of final authorization ◦ Issue business licenses within 5 workdays of final authorization 	Complete, Ongoing
Goal 3: Expand access to data and information.	<ul style="list-style-type: none"> ◦ Expand the Archives Division's collection of city records posted online and available to the public ◦ Post online the City's complete election records from 1884 to 1978, a project funded by the Community Preservation Act ◦ Work with a software vendor to update the Zoning Ordinances posted online to facilitate ease of use by the public 	Will complete in Q1

Budget Details

Personal Services Changes

Personal Services are projected up 11% for FY24.

- A new position for FY24 is a Licensing Operation Manager. This additional capacity for the office will make strategic planning, collaboration with other city departments, periodic reviews, and reporting much more manageable. Having a manager would enable us to serve the applicants and business owners better and to ensure that the City of Somerville continuously adapts to changing laws and regulations.

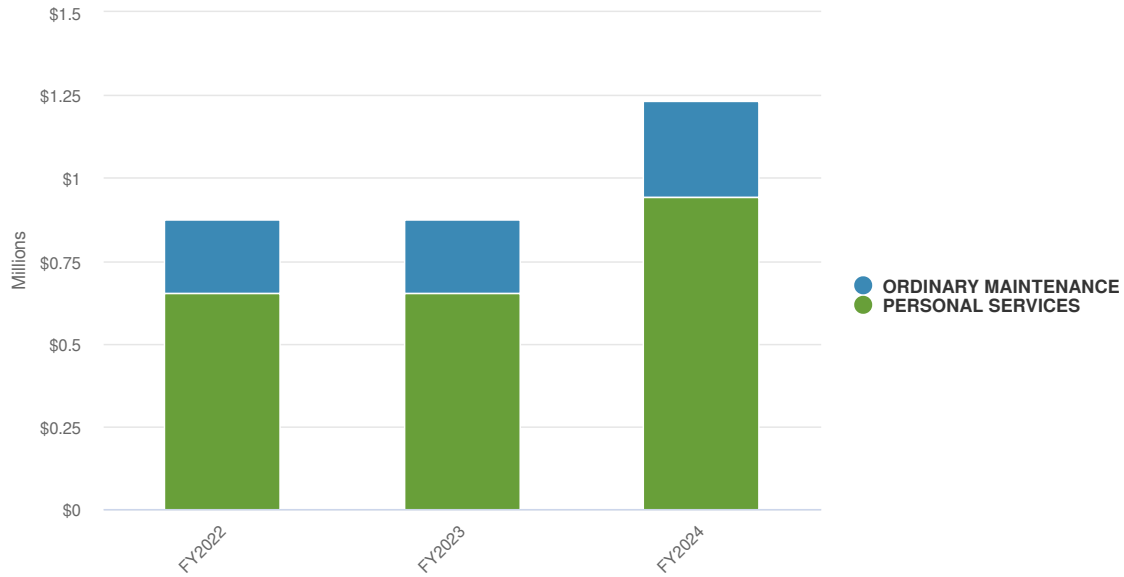
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to be down 1.2% for FY24.

- Decrease of 21% for R&M-Software due to completed implementations in FY23
- Decrease of 84% for Books & Bookbinding due to shifting to digital ordinances and payment of that expense through the R&M-Software line
- Decrease of 100% in Professional & Technical Services due to streamlining shredding through our archives storage vendor
- This includes a one-time expense of \$30,000 for Office Furniture, for office reconfiguration to accommodate additional staff added in FY22 and FY23



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$660,922	\$808,236	\$786,424	\$883,500
SALARIES & WAGES TEMPOR'Y	\$38,259	\$30,000	\$26,367	\$30,000
OVERTIME	\$3,061	\$2,854	\$1,775	\$2,854
LONGEVITY	\$5,400	\$4,875	\$4,875	\$5,200
HOLIDAYS NON-UNION	\$2,177	\$977	\$851	\$4,462
HOLIDAYS - S.M.E.A.	\$3,883	\$648	\$1,937	\$2,730
PERFECT ATTENDANCE	\$300	\$0	\$500	
UNIFORM ALLOWANCE	\$2,100	\$2,100	\$2,100	\$2,100
SICK LEAVE BUYBACK			\$0	\$13,746
Total PERSONAL SERVICES:	\$716,101	\$849,690	\$824,828	\$944,592
ORDINARY MAINTENANCE				
REPAIRS OFFICE EQUIPMENT	\$671	\$1,100	\$588	\$1,600
R&M - SOFTWARE	\$42,653	\$117,900	\$60,319	\$93,650
R&M - SERVICE CONTRACTS	\$1,404	\$3,400	\$2,586	\$3,400
RENTAL - STORAGE SPACE	\$15,749	\$28,068	\$16,700	\$28,068
POSTAGE MACHINE RENTAL	\$9,091	\$9,320	\$9,080	\$9,320
RENTAL-WATER COOLER	\$300	\$300	\$314	\$400
PROFESSIONL & TECHNCL SVC	\$2,224	\$1,250	\$0	
EMPLOYEE TRAINING COURSES			\$1,901	\$6,365
ADVERTISING	\$432	\$1,800	\$2,498	\$2,550
POSTAGE	\$50,000	\$75,000	\$70,310	\$74,040



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
OFFICE SUPPLIES	\$6,231	\$10,500	\$7,404	\$10,500
PRINTING & STATIONERY	\$3,113	\$3,550	\$1,976	\$3,550
OFFICE EQUIPMENT	\$10,702	\$3,500	\$2,188	\$3,500
OFFICE FURNITURE NOT CAPITALIZ			\$0	\$30,960
COMPUTER EQUIPMENT NOT CAPITAL			\$11,827	
BOOKS & BOOKBINDING	\$10,196	\$16,125	\$5,027	\$2,650
BADGES, EMBLEMS, TROPHIES, MEDALL	\$3,750	\$4,000	\$4,055	\$4,500
IN STATE CONFERENCES	\$257	\$2,050	\$376	\$950
OUT OF STATE CONFERENCES		\$0	\$1,005	\$4,300
DUES AND MEMBERSHIPS	\$820	\$1,750	\$940	\$1,900
INSURANCE PREMIUMS	\$454	\$1,250	\$526	\$1,700
CREDIT CARD CONVENIENCE FEE	\$1,104	\$600	\$2,511	\$3,000
EMPLOYEE TRAINING COURSES		\$2,000	\$0	
Total ORDINARY MAINTENANCE:	\$159,151	\$283,463	\$202,129	\$286,903
Total Expense Objects:	\$875,252	\$1,133,153	\$1,026,957	\$1,231,495

Personnel Listing

FTE	GradeJob Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU9(NEW) Licensing Operations Manager	1/1/2023	\$40,370	\$40,686
1	NU12Administrative Assistant - Boards & Commissions	7/1/2023	\$56,308	\$56,750
1	ADMN2AAdministrative Assistant SMEA B	7/1/2023	\$65,234	\$68,146
1	ADMN2AAdministrative Assistant SMEA B	7/1/2023	\$65,234	\$68,146
1	NU11Archivist	7/1/2023	\$77,616	\$78,225
1	NU12Assistant Archivist	7/1/2023	\$56,308	\$56,750
1	NU8Assistant City Clerk	7/1/2023	\$91,895	\$92,616
1	NU4City Clerk	7/1/2023	\$136,771	\$137,844
1	CLER1Head Clerk	7/1/2023	\$58,161	\$59,468
1	NU7Legislative & Policy Analyst	7/1/2023	\$97,638	\$98,404
1	CLER3Principal Clerk	7/1/2023	\$49,898	\$50,640
1	CLER3Principal Clerk	7/1/2023	\$50,901	\$52,250
1	CLER3Principal Clerk	7/1/2023	\$50,901	\$51,650

Licensing Commission

The Licensing Commission is responsible for issuing various types of licenses, including adult-use marijuana, alcohol, common victualer, innholder, entertainment, and outdoor seating. The Commission reviews and evaluates license applications in accordance with local and state laws.

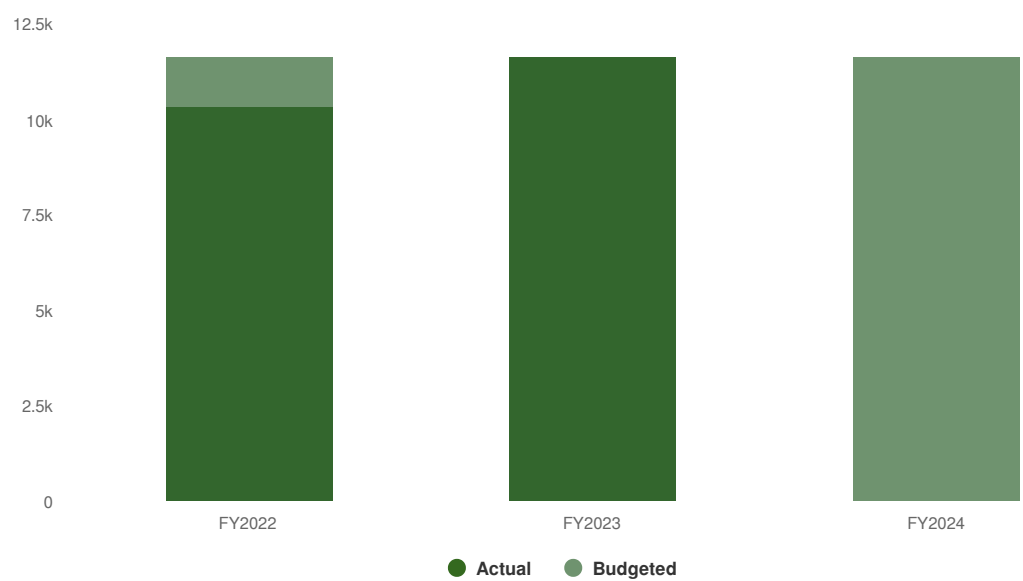
Expenditures Summary

\$11,628

\$0

(0.00% vs. prior year)

Licensing Commission Proposed and Historical Budget vs. Actual



Budget Details

Personal Services Changes

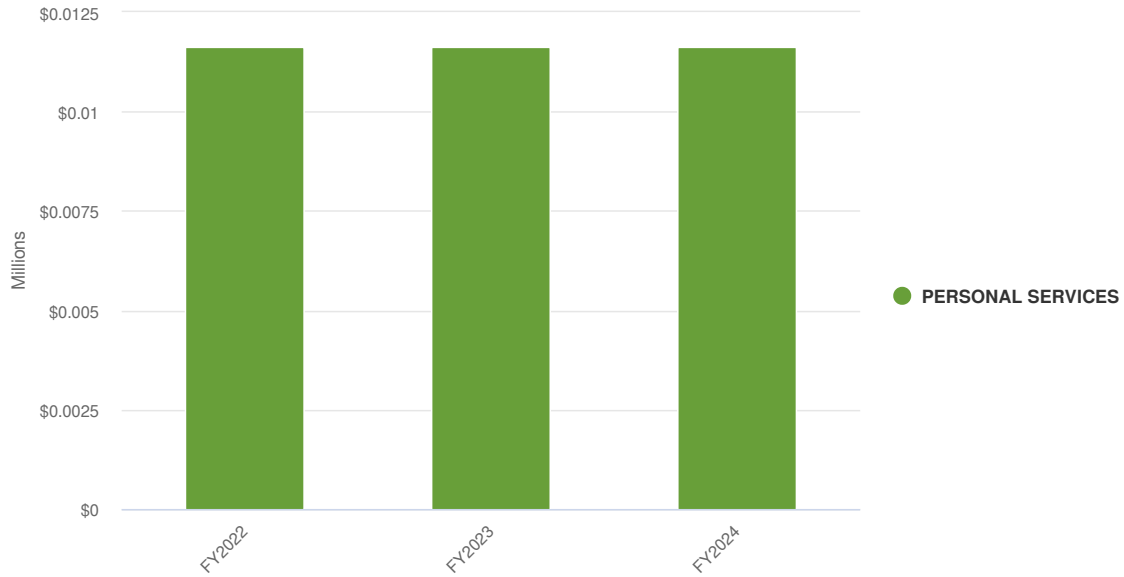
Personal Services are projected to be unchanged for FY24.

Ordinary Maintenance Changes

Ordinary Maintenance costs are supported by the City Clerk budget.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES - MONTHLY	\$10,356	\$11,628	\$11,628	\$11,628
Total PERSONAL SERVICES:	\$10,356	\$11,628	\$11,628	\$11,628
Total Expense Objects:	\$10,356	\$11,628	\$11,628	\$11,628

Personnel Listing

Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
Chairman	7/1/2023	\$3,996	\$3,996
Commissioner	7/1/2023	\$3,816	\$3,816
Commissioner	7/1/2023	\$3,816	\$3,816

Law

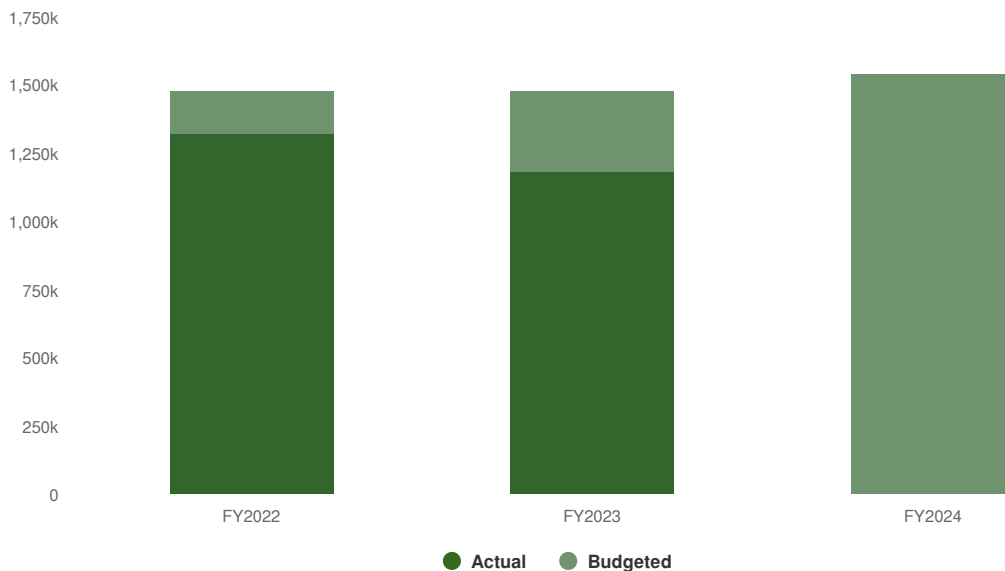
Cindy Amara
City Solicitor

The Law Department provides high-quality, cost-effective legal services to the Mayor, City Council, Department Heads, Boards, Commissions, and other municipal employees. The Law Department strives to successfully prosecute and defend actions before state and federal courts and administrative agencies, provide well-reasoned, timely legal opinions, draft legislation, draft and review contracts, advocate for the City in matters before the state legislature, and facilitate the lawful implementation of programs, technologies, and best practices.

Expenditures Summary

\$1,542,856 **\$62,267**
(4.21% vs. prior year)

Law Proposed and Historical Budget vs. Actual



FY24 Goals

- Goal 1: Opening of the Community Path: continue to work on finalizing documents in preparation of Path opening.
- Goal 2: Continue to work toward opening an Overdose Prevention Site in the City.
- Goal 3: Work across all disciplines to facilitate public private partnership endeavors (i.e., licenses, leases, MOUs, waivers, etc.)
- Goal 4: Increase Law Department visibility to encourage proactive interactions with departments and minimize crisis management.

Budget Details

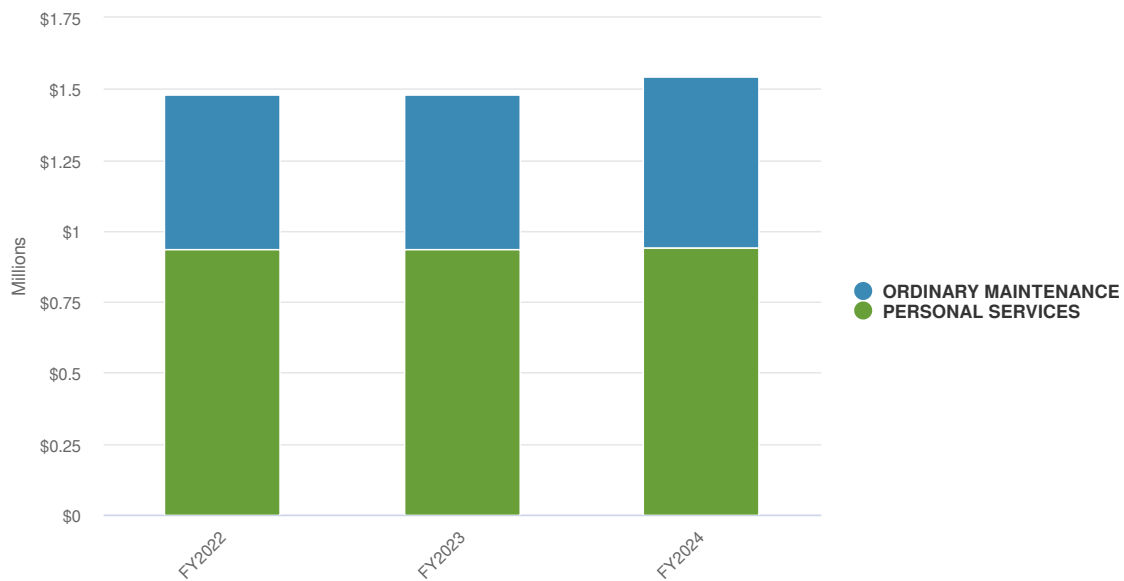
Personal Services Changes

Personal Services are projected up 9% for FY24.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected down 34% for FY24.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$835,151	\$805,494	\$660,273	\$897,043
SALARIES - MONTHLY	\$11,703	\$11,704	\$11,703	\$11,704
SALARIES & WAGES TEMPOR'Y	\$16,604	\$18,000	\$44,075	\$25,000
HOLIDAYS NON-UNION	\$6,611	\$1,662	\$1,216	\$7,184
Total PERSONAL SERVICES:	\$870,068	\$836,860	\$717,268	\$940,931
ORDINARY MAINTENANCE				
R&M - SERVICE CONTRACTS	\$336	\$700	\$756	\$700
RENTAL-WATER COOLER	\$131	\$300	\$188	\$300
PROFESSIONL & TECHNCL SVC	\$830	\$14,800	\$2,146	\$15,000
LEGAL SERVICES	\$439,977	\$500,000	\$441,833	\$550,000
POSTAGE	\$0	\$100	\$84	\$100
OFFICE SUPPLIES	\$595	\$2,300	\$860	\$2,000
PRINTING & STATIONERY	\$63	\$400	\$0	\$400
PHOTOCOPYING	\$0	\$50	\$0	\$50



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
OFFICE EQUIPMENT	\$0	\$250	\$0	\$250
OFFICE FURNITURE NOT CAPITALIZ		\$0	\$4,878	\$7,500
BOOKS & BOOKBINDING	\$2,581	\$5,375	\$2,023	\$5,375
ONLINE SUBSCRIPTION	\$10,747	\$12,000	\$9,694	\$12,000
MAGAZINES,NEWS,SUBSCRIPTS	\$429	\$500	\$449	\$500
IN STATE TRAVEL	\$42	\$1,500	\$209	\$1,500
IN STATE CONFERENCES	\$685	\$750	\$2,143	\$750
DUES AND MEMBERSHIPS	\$2,100	\$4,000	\$1,350	\$4,000
RECORDINGS	\$636	\$1,500	\$924	\$1,500
Total ORDINARY MAINTENANCE:	\$459,153	\$544,525	\$467,538	\$601,925
Total Expense Objects:	\$1,329,221	\$1,381,385	\$1,184,806	\$1,542,856

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU1	City Solicitor	7/1/2023	188,422	189,871
1	NU4	Deputy City Solicitor	7/1/2023	139,507	140,580
1	NU5	Assistant City Solicitor	7/1/2023	114,869	115,753
1	NU5	Assistant City Solicitor	7/1/2023	119,510	120,429
.25	NU5	Assistant City Solicitor - OSPCD Special Counsel	7/1/2023	27,061	27,269
1	NU5	Assistant City Solicitor - Labor	7/1/2023	112,617	113,483
1	NU11	Legal Administrative Assistant	7/1/2023	80,753	81,374
1	NU12	ISD Paralegal	8/1/2023	59,445	59,902
1	NU13	Paralegal / Legal Assistant (Temp FT/PT)	7/1/2023	89,157	89,843
		Municipal Hearing Officer	7/1/2023	11,703	11,703

*Please note that an earlier version of this budget included incorrect allocations for positions. The final amended appropriation is anticipated to be \$64,181 higher than the original budget.

FY24 Professional & Technical Services

Project/Allocation	Estimate
Various needs: Constable, Transcription, Package Delivery Services	\$ 15,000



Inspectional Services



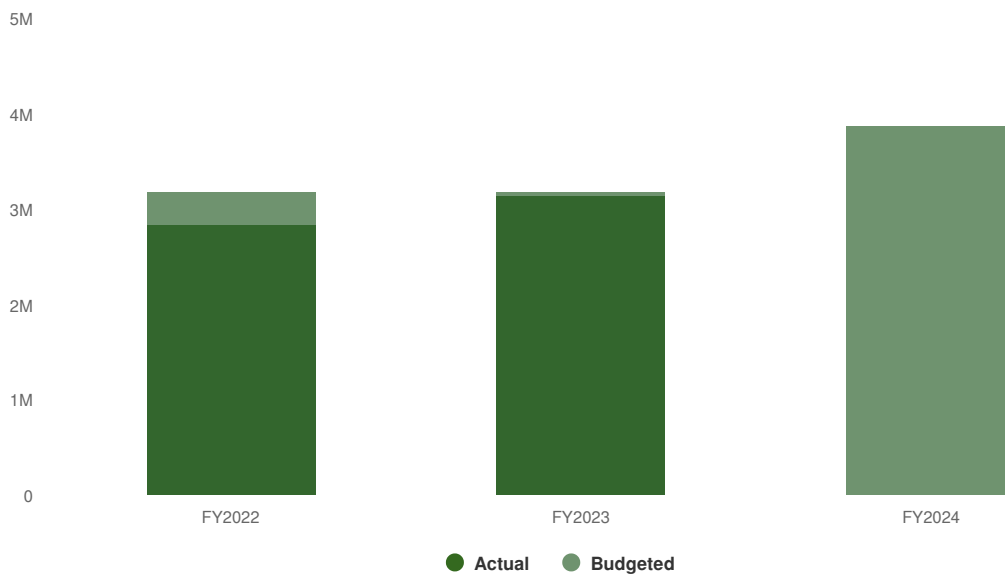
Nicholas Antanavica
Director/Building Commissioner

To ensure the safety of residents, community members, and workers by enforcing all laws and regulations pertaining to building construction, health and safety. ISD provides residents and community members with consistent information and education to navigate the permitting process to comply with local and state ordinances; provide local, state and federal code enforcement; emergency services and support to improve the health and safety in the City of Somerville.

Expenditures Summary

\$3,880,556 **\$694,787**
(21.81% vs. prior year)

Inspectional Services Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Bring all buildings with more than 10 units into compliance with periodic inspection requirements of the building code.	<ul style="list-style-type: none"> ◦ Issue notices to all buildings with expired CIs ◦ Schedule inspections for those that respond to the request to inspect. ◦ Take additional enforcement measures to compel compliance for those that do not respond. ◦ Bring buildings into compliance with the code.
Goal 2: Make the permitting process more efficient and easier to navigate.	<ul style="list-style-type: none"> ◦ Finalize department applications to make active and train staff. ◦ Meet with stakeholders to discuss improvements to the application process. ◦ Update applications using received feedback. ◦ Create and distribute informational materials for the application updates. ◦ Embed relevant materials within the applications to assist and educate applicants.
Goal 3: Increase collaboration with DPW to create more effective rodent control plans for City properties.	Creation of IPMs for property types and buildings.
Goal 4: Update residential rodent control program with new contract focusing on rodenticide alternatives and improved data collection.	Complete new contract by Q2.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Continue to develop efficiencies in the permit application process	Created and filled a Liaison position for the department that coordinates permit requirements between applicants and departments. Created and filled Operations Manager position for the department that coordinates the admin team to create consistency with received documents, and is responsible for the scheduling of inspections, trainings, pto, etc. Continued to work with other departments to put most permit applications and reviews into CitizenServe for ease of access and consistency.	Complete
Goal 2: Expand the City's residential property rodent control program	SMART program was extended for another year with 50 boxes using data to relocate and target high activity. The residential rodent control program participation has increased by ~40%. Research into alternative mitigation methods is on going.	Complete
Goal 3: Increase the efficiency of the zoning review workflow	The CZC requirement has been removed from the SZO, reducing task load by 1/3. Planning has created the required applications to fully integrate PPZ into CitizenServe; testing is underway.	Complete
Goal 4: Begin development of a City construction safety program to provide policies and guidelines for contractors and developers to comply with the City's Safety Ordinance	The department has created and implemented safety affidavit, and created a library of JHAs, toolbox talks and example plans. Inspectors have received and continue to take related OSHA safety training courses. Phase two of implementation to begin in FY24.	Complete

Budget Details

Personal Services Changes

Personal Services are projected to be flat for FY24.

- This budget includes a new Environmental Health Manager position.
- This budget also includes an additional Plumbing & Gas Fitting Inspector.
- Increases to salaries are offset by reductions in Overtime and Out of Grade.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 14% for FY24.

- This is primarily due to an increase in the Extermination line as well as some updates to various lines to account for the additional resources for staff.

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$2,247,137	\$2,966,037	\$2,520,663	\$3,134,666
OVERTIME	\$147,896	\$85,500	\$147,659	\$85,500



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
SHIFT DIFFERENTIALS	\$242		\$0	
LONGEVITY	\$19,450	\$17,075	\$16,600	\$14,350
OUT OF GRADE	\$23,530	\$15,000	\$45,162	\$15,000
OTHER DIFFERENTIALS	\$58,395	\$73,084	\$61,718	\$60,539
HOLIDAYS NON-UNION	\$2,335	\$1,546	\$1,439	\$7,758
HOLIDAYS - S.M.E.A.	\$21,101	\$4,134	\$10,678	\$16,530
PERFECT ATTENDANCE	\$4,000	\$0	\$3,600	\$0
UNIFORM ALLOWANCE	\$7,350	\$9,450	\$7,600	\$7,900
OTHER LUMP SUM PAYMENTS	\$4,000	\$2,000	\$619	\$2,000
AUTO ALLOWANCE	\$11,158	\$17,150	\$11,512	\$11,328
Total PERSONAL SERVICES:	\$2,546,595	\$3,190,976	\$2,827,250	\$3,355,571
ORDINARY MAINTENANCE				
R&M - TOOLS & EQUIPMENT	\$0	\$1,000	\$0	\$2,000
MAINT CONTRACT-OFFC EQUIP	\$2,022	\$2,000	\$2,025	\$2,000
POSTAGE MACHINE RENTAL	\$932	\$2,018	\$932	\$2,018
RENTAL-WATER COOLER	\$85	\$300	\$114	\$300
DEMOLITION SERVICES	\$0	\$7,500	\$0	\$7,500
PROFESSIONL & TECHNCL SVC	\$160,097	\$150,000	\$140,908	\$190,000
STAFF DEVELOPMENT	\$2,805	\$15,000	\$11,835	\$25,000
SOFTWARE SERVICES	\$0	\$31,000	\$0	\$40,000
POSTAGE	\$12,000	\$20,000	\$11,000	\$13,000
EXTERMINATION	\$98,459	\$160,000	\$117,832	\$140,667
OFFICE SUPPLIES	\$3,626	\$8,000	\$2,947	\$8,000
PRINTING & STATIONERY	\$1,474	\$18,000	\$2,450	\$18,000
OFFICE EQUIPMENT	\$0	\$1,000	\$0	\$1,000
OFFICE FURNITURE	\$0	\$7,000	\$0	\$7,000
COMPUTER EQUIPMENT NOT CAPITAL	\$0	\$3,000	\$0	\$3,000
BOOKS & BOOKBINDING	\$5,452	\$15,000	\$9,144	\$25,000
HARDWARE & SMALL TOOLS	\$390	\$1,500	\$684	\$5,000
FOOD SUPPLIES & REFRESHMT				\$2,000
UNIFORMS & FOUL WEATH GR	\$4,848	\$6,000	\$6,375	\$15,000
INSPECTION SVC SUPPLIES	\$0	\$3,000	\$737	\$10,000
IN STATE TRAVEL	\$333	\$2,500	\$0	\$2,500
OUT OF STATE TRAVEL	\$0	\$2,000	\$87	\$2,000
DUES AND MEMBERSHIPS	\$1,676	\$3,000	\$2,126	\$3,000
CREDIT CARD CONVENIENCE FEE	\$686		\$554	
REIMB OF LICENSES	\$590	\$1,000	\$378	\$1,000
Total ORDINARY MAINTENANCE:	\$295,475	\$459,818	\$310,127	\$524,985
Total Expense Objects:	\$2,842,070	\$3,650,794	\$3,137,377	\$3,880,556



Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU8	(NEW) Environmental Health Manager	10/1/2023	\$64,828	\$65,336
1	INSP2	(NEW) Plumbing & Gas Fitting Inspector	1/1/2024	\$37,420	\$39,476
1	NU9	Accounting/Business Ana	7/1/2023	\$101,355	\$102,150
1	ADMN2A	Administrative Assistant SMEA B	7/1/2023	\$60,845	\$63,823
1	INSP4	Building Inspector	7/1/2023	\$82,486	\$87,532
1	INSP4	Building Inspector	7/1/2023	\$82,486	\$87,532
1	INSP4	Building Inspector	7/1/2023	\$82,486	\$86,932
1	INSP4	Building Inspector	7/1/2023	\$82,486	\$86,932
1	INSP4	Building Inspector	7/1/2023	\$82,486	\$88,482
1	INSP4	Building Inspector	7/1/2023	\$82,486	\$88,482
1	7	Chief Code Enforcement Inspector	7/1/2023	\$85,069	\$91,026
1	O	Chief Plumbing & Gas Inspector	7/1/2023	\$97,187	\$102,414
1	O	Chief Wire & Electrical Inspector	7/1/2023	\$100,131	\$106,886
1	BOH2	Code Enforcement Inspector	7/1/2023	\$64,484	\$69,006
1	BOH2	Code Enforcement Inspector	7/1/2023	\$63,845	\$68,090
1	NU5	Deputy Director	7/1/2023	\$112,616	\$113,500
1	INSP2	Deputy Sealer	7/1/2023	\$76,766	\$81,566
1	NU10	Environment Health Coordinator	7/1/2023	\$76,158	\$76,755
1	C	Inspectional Coordinator	7/1/2023	\$63,303	\$63,800
1	D	ISD Admin Assistant	8/1/2023	\$59,377	\$60,163
1	NU9	ISD Liaison	7/1/2023	\$91,425	\$92,142
1	NU8	Operations Manager	7/1/2023	\$91,425	\$92,142
1	INSP2	Plumbing & Gas Fitting Inspector	7/1/2023	\$78,309	\$83,076
1	INSP1A	Safety Inspector	7/1/2023	\$71,649	\$75,629
1	INSP1A	Safety Inspector	7/1/2023	\$70,939	\$75,489
1	10	Sealer	7/1/2023	\$89,006	\$93,682
1	CLER4	Senior Clerk	7/1/2023	\$44,651	\$45,351
1	CLER4	Senior Clerk	7/1/2023	\$44,651	\$45,351
1	NU7	Senior Zoning Review Planner	7/1/2023	\$97,638	\$98,404
1	13	Sr Building Inspector	7/1/2023	\$102,493	\$107,848
1	INSP1A	Sr Code Enforcement Inspector	7/1/2023	\$71,649	\$75,629
1	NU1	Superintendent of ISD	7/1/2023	\$160,816	\$162,078
1	INSP2	Wire Inspector	7/1/2023	\$78,309	\$83,176
1	INSP2	Wire Inspector	7/1/2023	\$78,309	\$83,076
1	INSP2	Wire Inspector	8/1/2023	\$68,878	\$72,662
1	NU9	Zoning Review Planner	7/1/2023	\$87,874	\$88,564
1	NU9	Zoning Review Planner	7/1/2023	\$84,462	\$85,125
1	INSP4	Building Inspector	7/1/2023	\$82,486	\$88,482
1	INSP1A	Sr Code Enforcement Inspector	7/1/2023	\$71,649	\$75,629

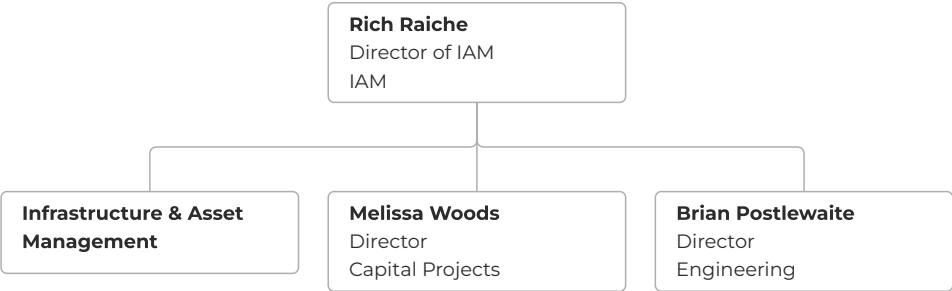
Responses to Councilor Questions



Infrastructure & Asset Management

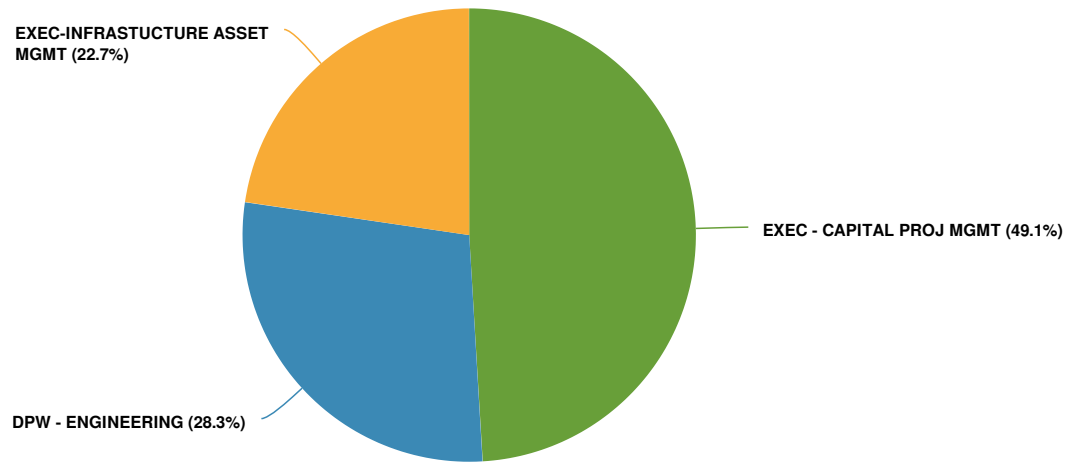
Infrastructure & Asset Management Organizational Chart

IAM Organization Chart

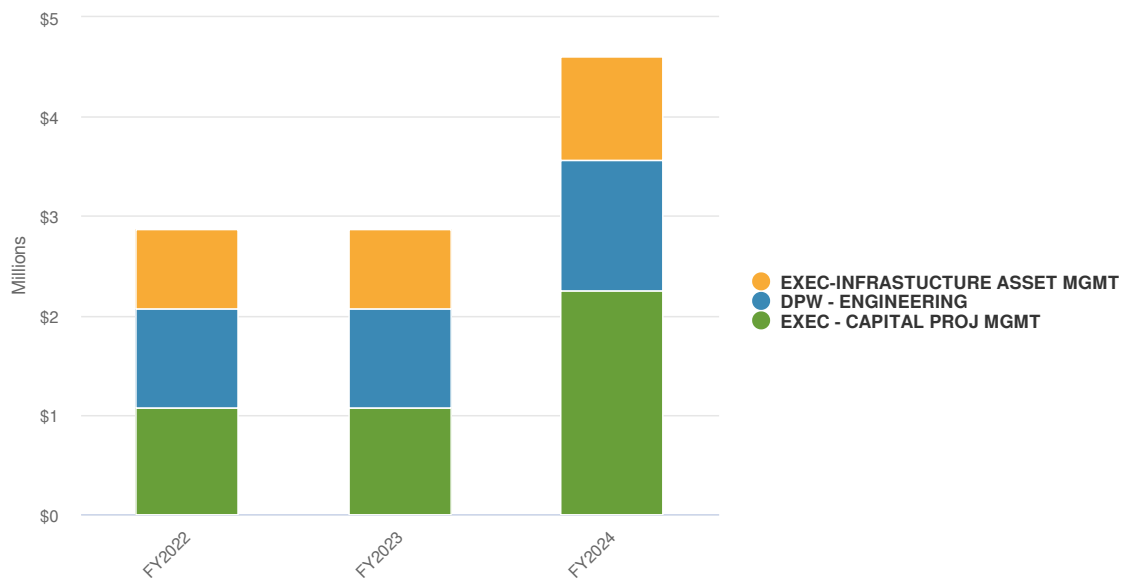


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Infrastructure & Asset Management

Richard Raiche, PE
Director of Infrastructure & Asset Management

IAM endeavors to develop and implement a comprehensive plan to effectively maintain, modernize and replace Somerville's full range of horizontal and vertical infrastructure assets.

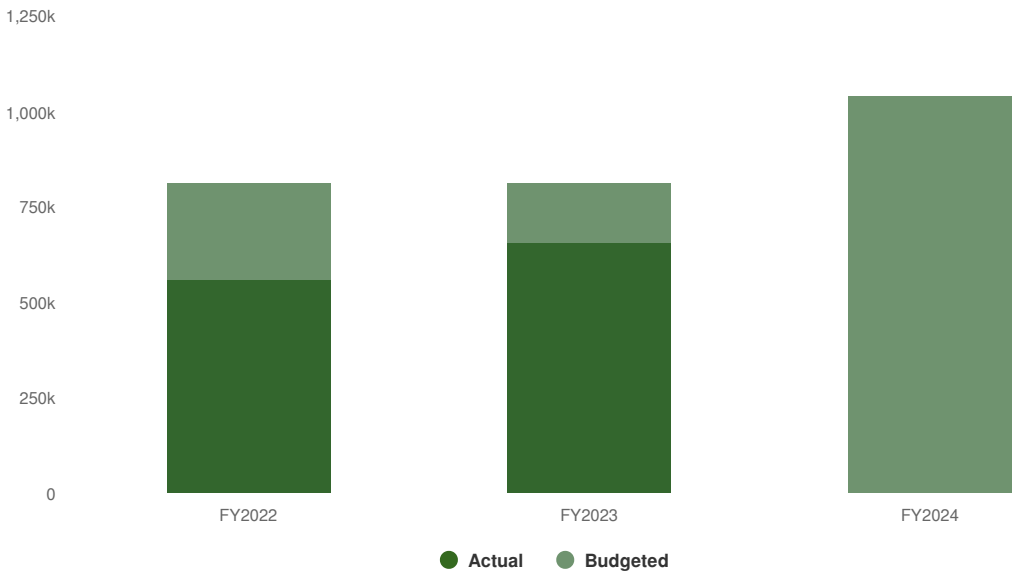
Expenditures Summary

\$1,043,472

\$231,271

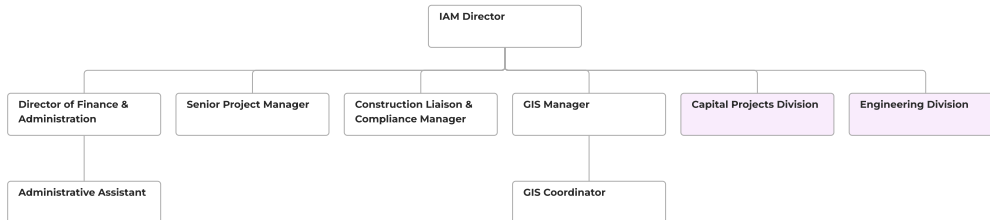
(28.47% vs. prior year)

IAM Proposed and Historical Budget vs. Actual



Organization Chart

Infrastructure & Asset Management



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.5: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Collect and centralize all existing asset data and operational procedures employed by Water & Sewer, DPW, IAM, OSPCD, ISd, 311, and other Departments.
Goal 1.6: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Collect requirements for and evaluate software solutions for a Computerized Maintenance Management System (CMMS).
Goal 1.7: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Formalize and document level of service expectations for each asset class.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1.1: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Create a road map for achieving necessary milestones, which include: digitizing record information, standardizing asset data, completing condition assessments, integrating the City's customer engagement 311 system, developing a work order management system that both provides field crews with asset data and captures the repairs completed into the asset database, and deploying mobile devices to the operational division crews	Complete
Goal 1.2: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Collection and centralization of all existing asset data and operational procedures employed by Water & Sewer and DPW	Complete
Goal 1.3: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Completion of a gap analysis to determine additional data needs and operational best practices	Complete
Goal 1.4: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Development of a framework for both project prioritization and work order management	In Progress

Budget Details

Personal Services Changes

Personal Services are projected up 18% for FY24.

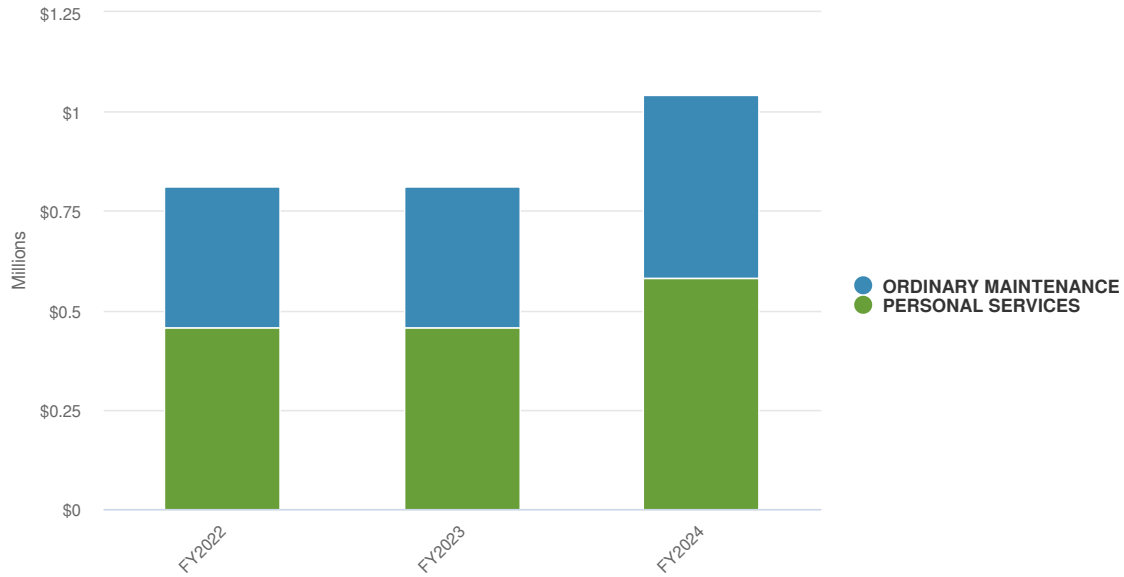
- New Position - GIS Manager, \$73,223 pro-rated. The volume of GIS data requests and expansion of the Asset Management program create increased demand on the GIS system that require a higher-level GIS management position.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase 52% for FY24.

- \$200,000 for Asset Management CMMS Support. The Asset Management Program computerized maintenance management system (CMMS) software will enable IAM staff to support asset management, manage work orders and interface with customers.
- \$41,500 net reduction to various OM lines, including software, office furniture, moving services, and office equipment

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$418,259	\$487,841	\$481,324	\$568,718
OVERTIME	\$334		\$0	
LONGEVITY	\$500		\$550	\$600
HOLIDAYS NON-UNION	\$2,426	\$825	\$822	\$4,128
HOLIDAYS - S.M.E.A.	\$668	\$113	\$343	\$476
UNIFORM ALLOWANCE	\$350	\$350	\$350	\$350
Total PERSONAL SERVICES:	\$422,537	\$489,129	\$483,389	\$574,272
ORDINARY MAINTENANCE				
CABLING NON CAPITAL	\$2,730	\$2,000	\$0	
LEASE - PHOTOCPIER EQUIPMENT	\$756	\$1,200	\$1,009	\$1,500
RENTAL-WATER COOLER	\$32	\$400	\$68	\$400
PROFESSIONAL & TECHNICAL SVC	\$1	\$150,000	\$80,815	\$350,000
EMPLOYEE TRAINING COURSES	\$3,425	\$9,000	\$6,884	\$9,000
POLICE DETAIL	\$0	\$2,500	\$0	\$1,000
SOFTWARE SERVICES	\$71,582	\$75,000	\$31,855	\$45,000
FEE	\$2,000	\$1,000	\$2,700	\$5,000
MOVING SERVICES	\$0	\$2,000	\$0	
OFFICE SUPPLIES	\$2,495	\$4,500	\$2,126	\$3,500
PRINTING & STATIONERY	\$675	\$1,475	\$1,940	\$7,000
OFFICE EQUIPMENT NOT CAPITALIZ	\$0	\$4,000	\$0	\$2,000

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
OFFICE FURNITURE NOT CAPITALIZ	\$5,518	\$17,500	\$10,534	\$10,000
COMPUTER EQUIPMENT NOT CAPITAL	\$7,220	\$6,000	\$10,825	\$3,000
HARDWARE & SMALL TOOLS	\$2,296	\$500	\$3,823	\$500
SIGNS AND CONES	\$0	\$2,500	\$1,984	\$2,500
UNIFORMS	\$4,084	\$5,000	\$2,031	\$3,000
IN STATE TRAVEL	\$0	\$200	\$87	\$200
IN STATE CONFERENCES	\$1,409	\$3,000	\$5,080	\$5,675
OUT OF STATE TRAVEL	\$0	\$4,000	\$233	\$2,000
OUT OF STATE CONFERENCES	\$0	\$3,000	\$275	\$2,000
DUES AND MEMBERSHIPS	\$9,811	\$8,000	\$8,259	\$8,000
REIMB OF LICENSES	\$525	\$2,000	\$1,207	\$2,000
Total ORDINARY MAINTENANCE:	\$114,560	\$304,775	\$171,735	\$463,275
Total Expense Objects:	\$537,097	\$793,904	\$655,124	\$1,037,547

FY24 Professional & Technical Services

Project/Allocation	Estimate
Asset Management Program - Management & Assistance	\$150,000
PIR: Asset Management Program - CMMS Support	\$200,000

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU6	(NEW) GIS Manager	10/1/2023	\$72,931	\$73,503
1	NU9	Construction Liaison & Compliance Manager	7/1/2023	\$86,151	\$86,827
1	NU6	Director of Finance & Administration	7/1/2023	\$105,449	\$106,277
1	NU1	Director of IAM	7/1/2023	\$160,816	\$162,078
1	NU8	GIS Coordinator	7/1/2023	\$101,459	\$102,255
1	ADMN2A	Head Clerk	7/1/2023	\$59,330	\$60,746
1	NU6	Senior Project Manager	7/1/2023	\$103,382	\$104,193



Capital Projects & Planning

Melissa Woods
Director of Capital Projects & Project Management

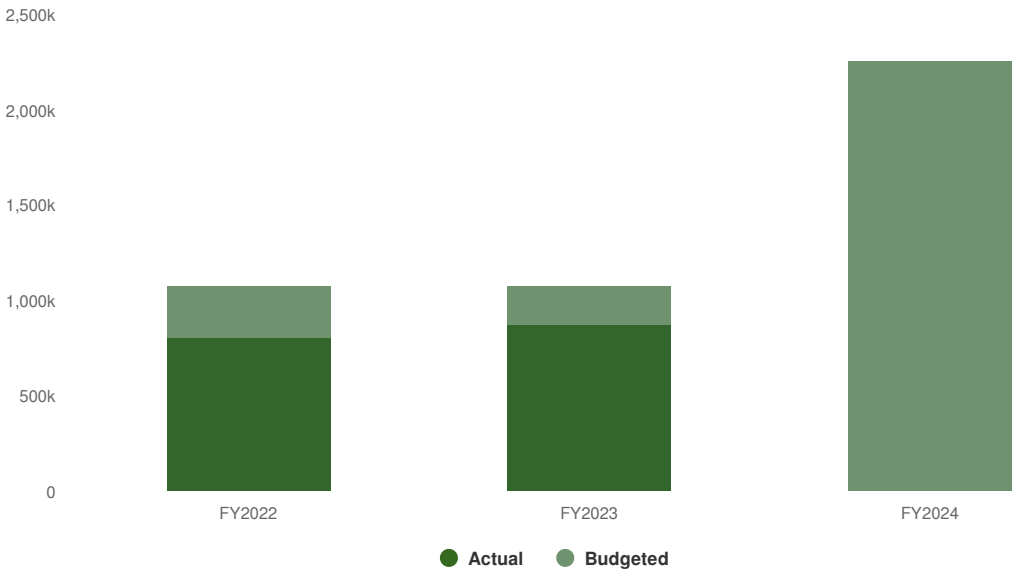
To oversee the construction, reconstruction, and renovation of all City-owned buildings which currently consist of 34 facilities and approximately 1.9 million square feet . In all of its work, the Capital Projects Department strives to honor public service, be constituent oriented, and reflect the ideals of city government through design. Our projects help manifest the physical form of many city-wide goals including sustainability, equity, and inclusivity amongst others.

Expenditures Summary

\$2,257,851

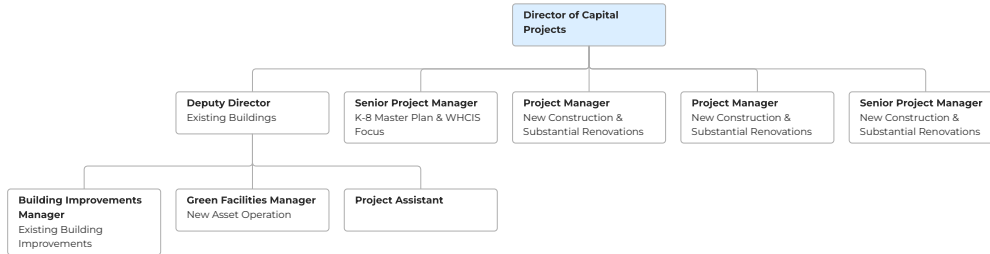
\$1,181,060
(109.68% vs. prior year)

Capital Projects & Planning Proposed and Historical Budget vs. Actual



Organizational Chart

Capital Projects & Planning Division



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Update the Building Master Plan, a comprehensive plan for major renovations and departmental relocations to improve constituent service and experience, particularly to underserved populations, create synergies and efficiencies for employees, and systematically address deferred maintenance, code updates, and ADA compliance costs in our municipal buildings.	<ul style="list-style-type: none"> Continue to add buildings to the Building Master Plan to advance the planning of a Community/Teen Center. Commence design of the 1895 building.
Goal 2: Create the K-8 Master Plan that will help guide the development of our K-8 schools over the next generation.	Advance the design of the outcome of the K-8 Master Plan.
Goal 3: Continue to improve HVAC systems and execute net zero improvements within SPS buildings.	Complete bid set design of WSNS and Healey HVAC projects. Continue retro-commissioning of other K-8 schools.
Goal 4: Build out the Assembly Square Fire Station	Commence construction of the tenant fit out of ASQ fire station.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Manage updates to building systems to achieve code and regulatory compliance, correct deficiencies resulting from deferred maintenance, and advance our Climate Forward goals particularly for improved energy performance and City government leading by example.	<p>Advanced three projects this year towards the goal of facilitating the continued use and occupancy of existing City-owned buildings, including public health-related building improvements to facilitate safe access for staff and constituents: Kennedy chiller replacement and WSNS and Healey HVAC & Controls work.</p> <p>Explored accessibility at Franey Rd and continue to understanding what's necessary to repurpose other City assets including 19 Walnut Street.</p>	Complete
Goal 2: Develop a comprehensive plan for major renovations and departmental relocations to improve constituent service experience, create synergies and efficiencies for employees, and systematically address deferred maintenance, code updates, and ADA compliance costs in our municipal buildings.	<p>Developed and presented the Capital Investment Plan and prepared to commence design of the 1895 building in FY24.</p>	Complete
Goal 3: Advance the design and construction of a new public safety facility, associated property, and streetscape improvements necessary to accommodate state-of-the-art Police and Fire Stations, and public and community spaces.	<p>Continued public engagement around the public safety building. In the fall, CP/ED announced a process to bring developers to the table to answer some of the unresolved issues from our community process.</p>	Ongoing

Budget Details

Personal Services Changes

Personal Services are projected to increase 15% FY24.

- Added a new Senior Project Manager to focus on the K-8 Master Plan and the Winter Hill Community Innovation School interim conditions plan.

Ordinary Maintenance Changes

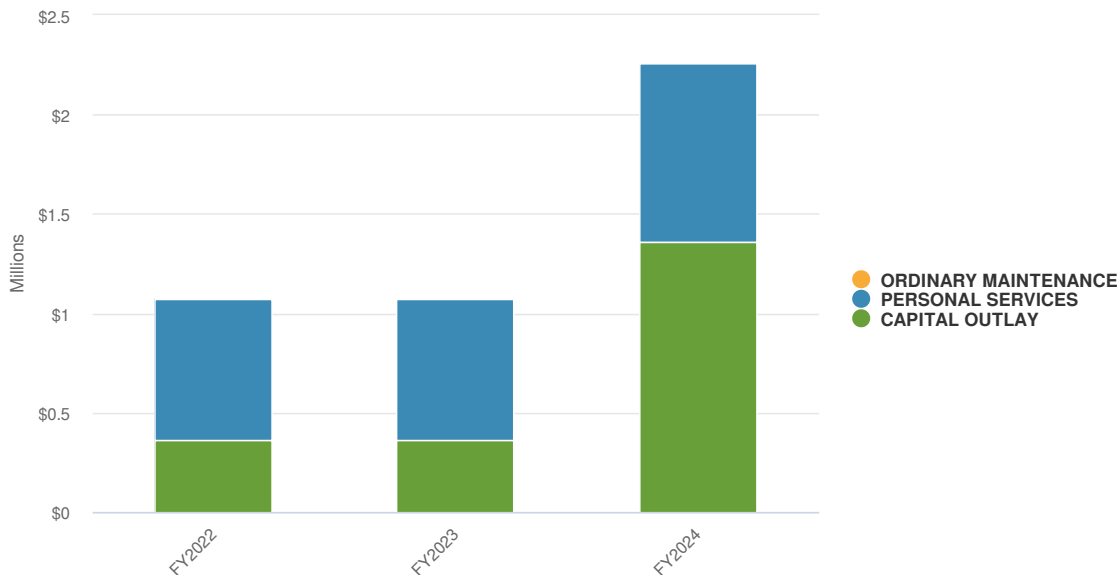
Ordinary Maintenance costs are unchanged for FY24.

Capital Outlay Changes

Capital Outlay costs are projected to increase 4% in FY24.

- The Professional & Technical line has been reduced from \$900,000 in FY23 to \$90,000 in FY24, and
- The Engineering/Architecture line has been increased from \$390,000 in FY23 to \$1,251,000 in FY24
- Funds have been reduced from the Professional & Technical line and re-allocated to the Engineering/Architecture Services line to better reflect the nature of the work to be completed as FY24 will feature a greater need for architectural and design services on various fire department and school building projects.
- Reduced Building Improvements line by \$20,000.
- \$51,000 net increase to Capital Outlay in FY24

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$558,200	\$720,103	\$644,875	\$890,445
HOLIDAYS NON-UNION	\$3,506	\$1,383	\$1,217	\$6,406
Total PERSONAL SERVICES:	\$561,706	\$721,486	\$646,092	\$896,851
CAPITAL OUTLAY				

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
PROFESSIONAL & TECHNICAL SVC	\$83,665	\$900,000	\$82,863	\$90,000
ENGINEERING/ARCHITECT'L SVC	\$160,372	\$390,000	\$141,581	\$1,251,000
BUILDING IMPROVEMENTS	\$9,999	\$20,000	\$1,894	\$20,000
Total CAPITAL OUTLAY:	\$254,035	\$1,310,000	\$226,337	\$1,361,000
Total Expense Objects:	\$815,741	\$2,031,486	\$872,430	\$2,257,851

FY24 Professional & Technical Services

Project/Allocation	Estimate
Teen Center Space Feasibility/Assessment	\$90,000

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU7	Building Improvements Manager	8/1/2023	\$84,214	\$84,875
1	NU7	Projects Manager	10/1/2023	\$68,880	\$69,155
1	NU5	Deputy Director of Capital Projects	7/1/2023	\$114,869	\$115,770
1	NU3	Director of Capital Projects Management	7/1/2023	\$137,842	\$138,924
1	NU7	Green Facilities Manager	7/1/2023	\$97,638	\$98,404
1	NU9	Project Assistant	7/1/2023	\$87,874	\$88,564
1	NU7	Project Manager - Capital Projects	7/1/2023	\$103,615	\$104,428
1	NU6	Senior Project Manager	8/1/2023	\$89,168	\$89,867



Engineering

Brian C. Postlewaite, PE

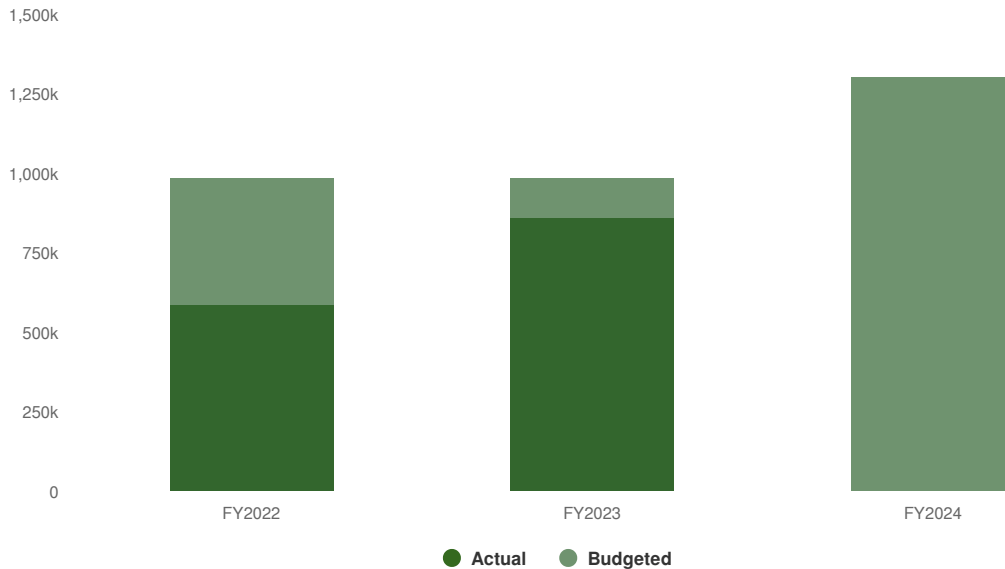
Director of Engineering

The Engineering Division of IAM facilitates the improvement and modernization of the City's infrastructure, including roadways, sidewalks, traffic control devices, water distribution, and sewer and stormwater management systems, through the execution of safe, multimodal, functional, and sustainable infrastructure maintenance and capital investment projects. The Department manages the traffic management, street opening and trench permit programs, reviews private development site plans to ensure compliance with City standards and sound engineering practices, administers the city's pavement management program, and acts as the City's liaison to state and federal agencies such as the MBTA, MassDOT, EPA, MassDEP, and the MWRA on engineering issues.

Expenditures Summary

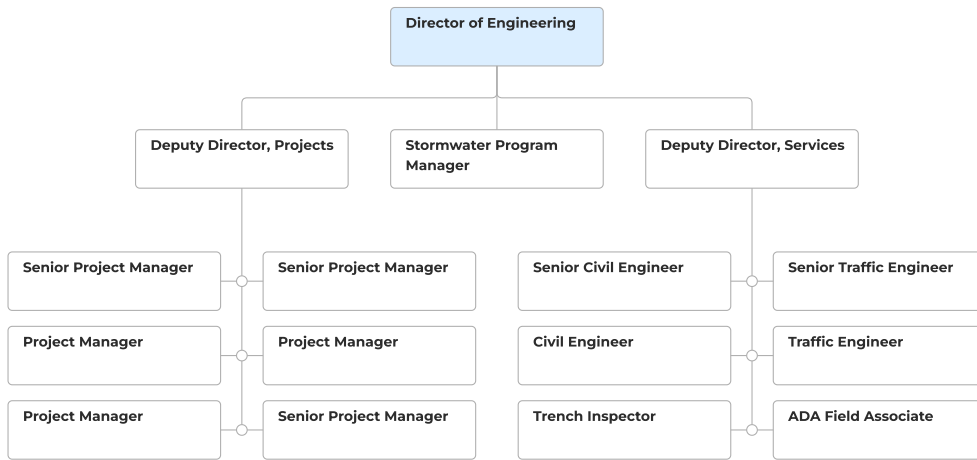
\$1,300,011 **\$312,141**
(31.60% vs. prior year)

Engineering Proposed and Historical Budget vs. Actual



Organizational Chart

Engineering Division



FY 24 Goals and Measures of Progress

Goal	Measure of Progress
Goal 1: Recalibrate the City's street paving program to incorporate the Bicycle Network Plan into our current accessibility, Vision Zero and Climate Forward goals. We will accomplish this goal by expanding our existing scope of pavement, pavement marking and traffic signal projects.	<ul style="list-style-type: none"> Construct additional protected bicycle lanes in a strategic manner that expands the existing system and coordinates with other infrastructure projects, Expand crosswalk daylighting and safety treatments, Identify and redesign candidate intersections for more fully protected operations, and Increase the number of accessible traffic signals.
Goal 2: Continue to improve city-wide sewer infrastructure to reduce the risk of aging pipe systems, achieve regulatory compliance, create Infiltration/Inflow offsets, reduce Combined Sewer Overflows and increase system capacity, while simultaneously accomplishing the Bicycle Network Plan, SomerVision, Climate Forward and Vision Zero goals.	<ul style="list-style-type: none"> Continue the second year of the Sewer Separation on Spring Hill, Complete major sewer realignments and pipe rehabilitation on Powder House & Alewife Brook Parkway (PHAB), Begin the design for the Boynton Yards stormwater tank and pumping system, while coordinating the adjacent developer's sewer separation and rehabilitation projects, Begin the design for the Greater Davis Area Sewer Improvements, and Begin the design for the New Mystic River Stormwater Outfall.
Goal 3: Advance several strategic projects to plan and implement long-term improvements to our infrastructure system and assure regulatory compliance required to avoid enforcement actions.	<ul style="list-style-type: none"> Continue to develop a CSO Long Term Control Plan (LTCP) that maximize environmental benefits, minimizes flooding risk, affordable and maximizes associated benefits (e.g. open space, traffic safety, etc.), Continue investigations and remedial work to comply the Administrative Order associated with our MS4 permit, Expand our sewer CCTV & cleaning program, and execute the sewer rehabilitation contract, and Execute the next water line rehabilitation contract and our third annual lead water service replacement contract.
Goal 4: Expand the capacity of our Services team to support businesses, developers, residents, and city departments as they accomplish their goals to enhance the built environment and our quality of life.	<ul style="list-style-type: none"> Continue to review, issue and enforce permits and licenses equitably, efficiently and consistently, Better publicize and communicate our policies to accommodate construction work that prioritizes public safety, Organize our engineering expertise (both staff and on-call consultants) to more efficiently support the goals of our colleagues in IAM and other City Departments.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1.1: Expand the City's paving program into a more comprehensive street and sidewalk reconstruction program in collaboration with the OSPCD Mobility division to improve accessibility and safety for all users and advance Vision Zero, Climate Forward, and SomerVision goals	-Achieve substantial completion of the reconstruction of Holland Street (Simpson Avenue to Claremon Street), and break ground on the reconstruction of Pearl Street (McGrath Hwy to Mt. Vernon St) and seven medium-sized intersections. Both include new bus stops, bicycle lanes, and safer pedestrian street crossings	Complete
Goal 1.2: Expand the City's paving program into a more comprehensive street and sidewalk reconstruction program in collaboration with the OSPCD Mobility division to improve accessibility and safety for all users and advance Vision Zero, Climate Forward, and SomerVision goals	-Complete design for the reconstruction project of West Washington & two prioritized intersection pedestrian safety improvements. This project will also include additional accessibility, pavement and mobility improvements throughout the City	Complete
Goal 1.3: Expand the City's paving program into a more comprehensive street and sidewalk reconstruction program in collaboration with the OSPCD Mobility division to improve accessibility and safety for all users and advance Vision Zero, Climate Forward, and SomerVision goals	-Complete the three-year long city-wide assessment of roadway and sidewalk pavement conditions and reevaluate the street reconstruction priority lists	Complete
Goal 1.4: Expand the City's paving program into a more comprehensive street and sidewalk reconstruction program in collaboration with the OSPCD Mobility division to improve accessibility and safety for all users and advance Vision Zero, Climate Forward, and SomerVision goals	-Develop a plan to evaluate, assess and prioritize the upgrade traffic signals on city streets to improve emergency access, transit capacity, safety of vulnerable users and accessibility for persons with disabilities.	In Progress
Goal 2.1: Improve Union Square infrastructure to reduce the risk associated with aging infrastructure, solve existing system deficiencies, achieve regulatory compliance, create I/I offsets and increase system capacity to accommodate planned commercial and housing development, improve stormwater management consistent with SomerVision and Climate Forward goals, and create a multi-modal transportation network in line with our Vision Zero goals	-Break ground and achieve substantial construction progress for Phase 1 of the Spring Hill Sewer Separation, which will include renewed water mains and enhanced streetscapes along the Spring, School and Summer Street corridors.	Complete

Goal 2.2: Improve Union Square infrastructure to reduce the risk associated with aging infrastructure, solve existing system deficiencies, achieve regulatory compliance, create I/I offsets and increase system capacity to accommodate planned commercial and housing development, improve stormwater management consistent with SomerVision and Climate Forward goals, and create a multi-modal transportation network in line with our Vision Zero goals	-Complete design and break ground on the Poplar Street Stormwater Pump Station Project, which fundamentally changes the way in which the city manages the drainage system for 60-percent of Somerville by creating the new opportunity to discharge stormwater to the MBTA drainage system, and which is now fully integrated with the ArtFarm project providing critical open space and art community performance support	Complete
Goal 3.1: Advance several strategic projects to plan and implement long-term improvements to our infrastructure systems and assure regulatory compliance required to avoid enforcement actions	-With the completion of the flood control technical evaluation complete, proceed with the evaluations to mitigate CSOs and improve water quality, and continue community outreach to prioritize the resulting capital improvement projects	On Going
Goal 3.2: Advance several strategic projects to plan and implement long-term improvements to our infrastructure systems and assure regulatory compliance required to avoid enforcement actions	-Continue the investigations and remedial work required to comply with our Administrative Order for the MS4 permit issued by EPA	On Going
Goal 3.3: Advance several strategic projects to plan and implement long-term improvements to our infrastructure systems and assure regulatory compliance required to avoid enforcement actions	-Complete the design for 1 mile of water main rehabilitation on Broadway. Substantially complete the rehabilitation of 1 mile of sewer with cured-in-place lining and spot repairs, aided by completing CCTV inspections of 40 miles of City sewer lines. To provide useable inspections, many lines will include substantial cleaning, which provides the additional benefit to marginally increase system capacity	Complete
Goal 3.4: Advance several strategic projects to plan and implement long-term improvements to our infrastructure systems and assure regulatory compliance required to avoid enforcement actions	-Replace 60 lead water service connections	Complete
Goal 4.1: Review, issue, and enforce construction permits on the public right of way and for site construction in a timely manner to maintain the safety of the public way, protect of the City's infrastructure and environmental resources, and coordinate between the numerous construction projects	-Distribute three guidance documents to supplement our published rules and regulations to aid project proponents and home owners meet the City's engineering requirements with less confusion and redesign	In Progress
Goal 4.2: Review, issue, and enforce construction permits on the public right of way and for site construction in a timely manner to maintain the safety of the public way, protect of the City's infrastructure and environmental resources, and coordinate between the numerous construction projects	-Coordinate with SOIA to translate existing and new guidance documents to provide more equitable enforcement of the City's engineering requirements	In Progress

Goal 4.3: Review, issue, and enforce construction permits on the public right of way and for site construction in a timely manner to maintain the safety of the public way, protect of the City's infrastructure and environmental resources, and coordinate between the numerous construction projects	-Finalize Engineering standard details and specifications. Revise standard traffic management details to better apply to the specifics of Somerville streets. Coordinate these efforts with other departments in developing general streetscape design standards	In Progress
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Budget Details

Personal Services Changes

Personal Services are projected up 20% for FY24.

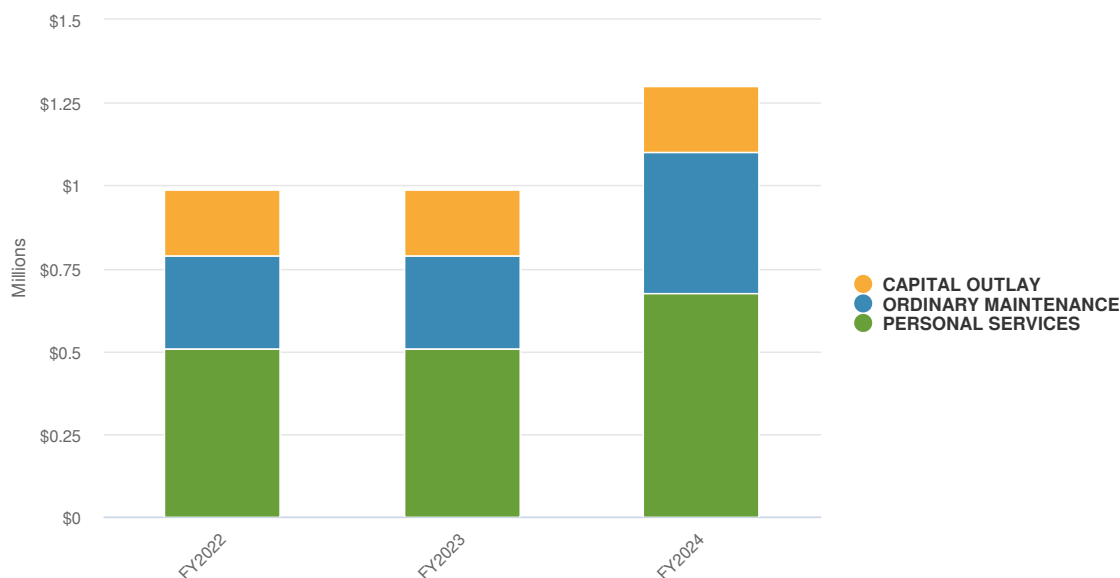
- FY24 includes funding for a Senior Traffic Engineer. The Senior Traffic Engineer will advance the department's growing pavement marking program, traffic management plans needs, and traffic safety improvements design efforts.
- FY24 includes funding for an ADA Field Associate. The ADA Field Associate will enhance the department's field enforcement and evaluation of adherence to Americans With Disabilities Act (ADA) design standards for public infrastructure and spaces permitted in public areas, including city-owned buildings, parks, streetscapes, and outdoor dining parklets.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 40% for FY24.

- New investments for FY24 include:
 - \$20,706 for increased roadway striping repair for completed construction projects, which will help expedite street repairs by incorporating them into our existing street striping schedules.
 - \$100,000 for additional traffic and safety measures to include additional work to repaint bike lanes green in un-separated and protected bike lane conflict zones, and upgrading traffic signals throughout the City with ADA call buttons and countdown timers

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
SALARIES	\$324,789	\$507,292	\$506,053	\$652,644
SALARIES & WAGES TEMPOR'Y		\$8,000	\$2,840	\$8,000
OVERTIME	\$167	\$12,360	\$92	\$12,360
OTHER DIFFERENTIALS	\$1,132	\$1,122	\$1,127	\$1,035
HOLIDAYS NON-UNION	\$2,263	\$920	\$935	\$4,795
HOLIDAYS - S.M.E.A.	\$333	\$58	\$168	\$246
UNIFORM ALLOWANCE	\$350	\$140	\$350	\$350
Total PERSONAL SERVICES:	\$329,033	\$529,892	\$511,566	\$679,430
ORDINARY MAINTENANCE				
R&M - HIGHWAYS	\$253,223	\$295,800	\$296,113	\$316,506
PROFESSIONAL & TECHNICAL SVC		\$10,000	\$9,029	\$110,000
Total ORDINARY MAINTENANCE:	\$253,223	\$305,800	\$305,142	\$426,506
CAPITAL OUTLAY				
ENGINEERING/ARCHITECT'L SVC	\$184,714	\$200,000	\$42,312	\$200,000
Total CAPITAL OUTLAY:	\$184,714	\$200,000	\$42,312	\$200,000
Total Expense Objects:	\$766,971	\$1,035,692	\$859,019	\$1,305,936

Professional & Technical Services

Project/Allocation	Estimate
Traffic safety measures (see above)	\$100,000
Traffic signal timing consultant	\$10,000

Personnel Listing

FTE	Grade/Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU6(NEW) Senior Traffic Engineer	10/1/2023	\$72,931	\$73,503
1	NU5Deputy Director - Engineering Projects	7/1/2023	\$114,869	\$115,770
1	NU9(NEW) ADA Field Associate	01/1/2024	\$40,369	\$40,531
1	NU5Deputy Director - Engineering Services	7/1/2023	\$114,869	\$115,770
1	NU3Director of Engineering	7/1/2023	\$140,599	\$141,702
1	NU7Engineering Project Manager	7/1/2023	\$97,638	\$98,404
1	NU7Engineering Project Manager	7/1/2023	\$95,724	\$96,475
1	NU9Junior Civil Engineer	7/1/2023	\$84,462	\$85,125
1	NU7Senior Civil Engineer	7/1/2023	\$99,591	\$100,372
1	NU6Senior Project Manager	7/1/2023	\$101,355	\$102,150
1	NU7Traffic Engineer	7/1/2023	\$103,615	\$104,428
1	ENG4Trench Inspector	7/1/2023	\$73,883	\$77,059

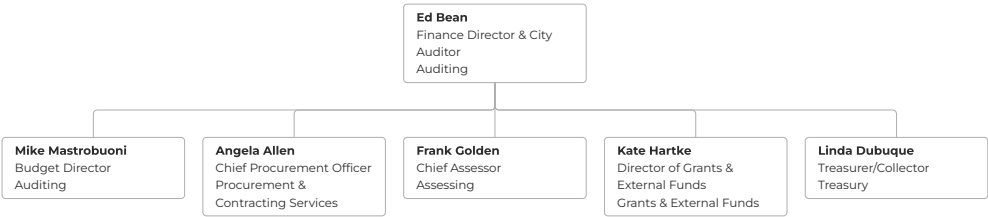


Finance

Ed Bean
Finance Director & City Auditor

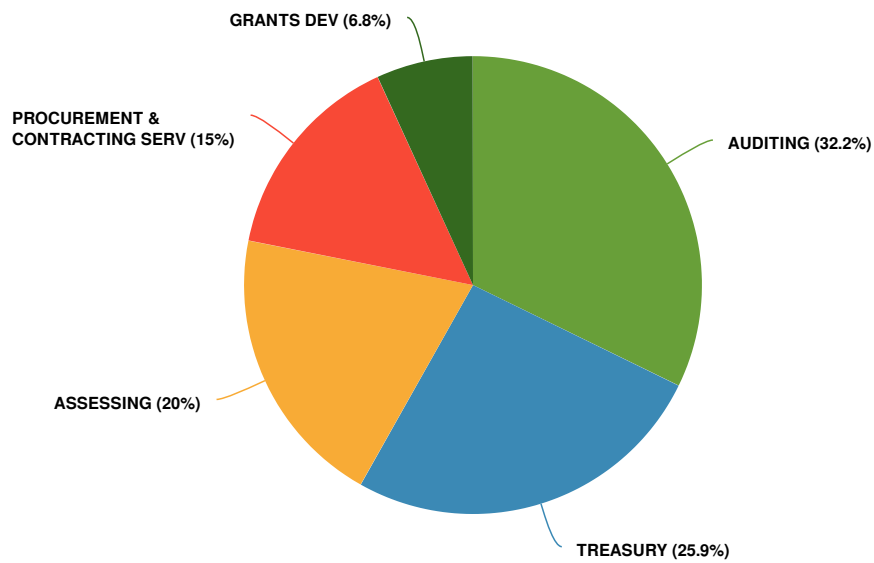
Finance Department Organizational Chart

City of Somerville Finance Department

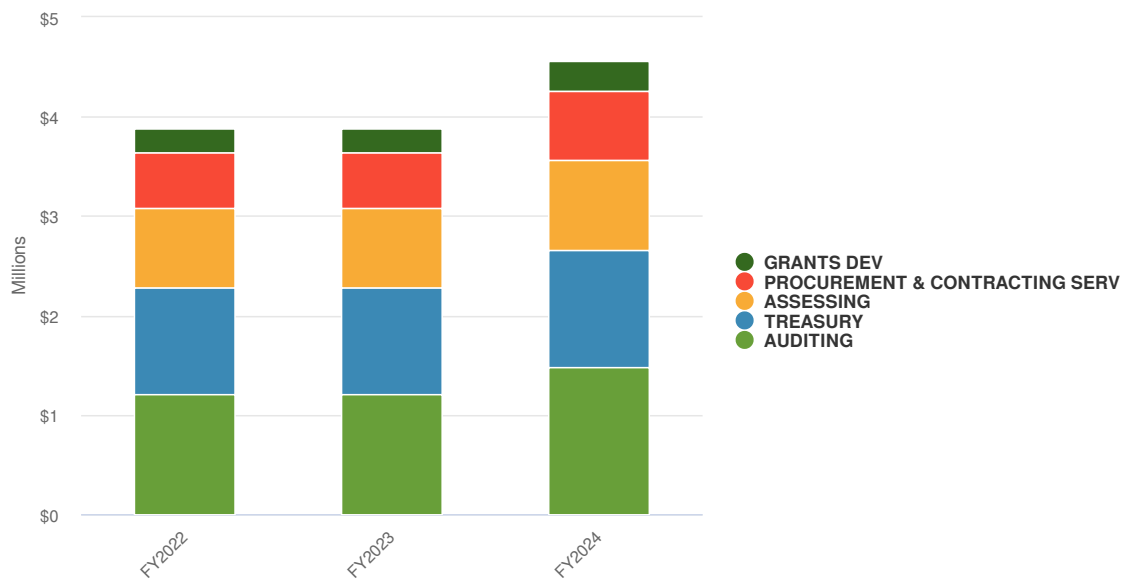


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Auditing

Ed Bean

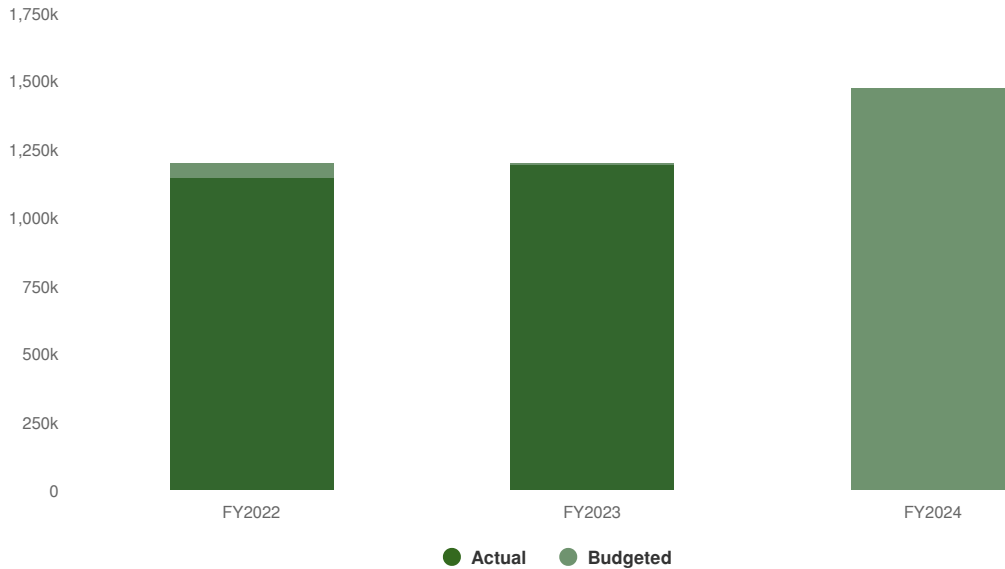
Finance Director & City Auditor

To protect the fiduciary interests of the City by providing independent, timely oversight of the City's finances and by ensuring that financial transactions are executed legally, efficiently, and effectively. The Auditing Division serves as a barrier to potential fraud or misuse of city resources. To develop an Operating Budget, Capital Budget, and Multi-Year Financial Plan based on strict adherence to established and generally accepted financial policies, best practices, and realistic assumptions.

Expenditures Summary

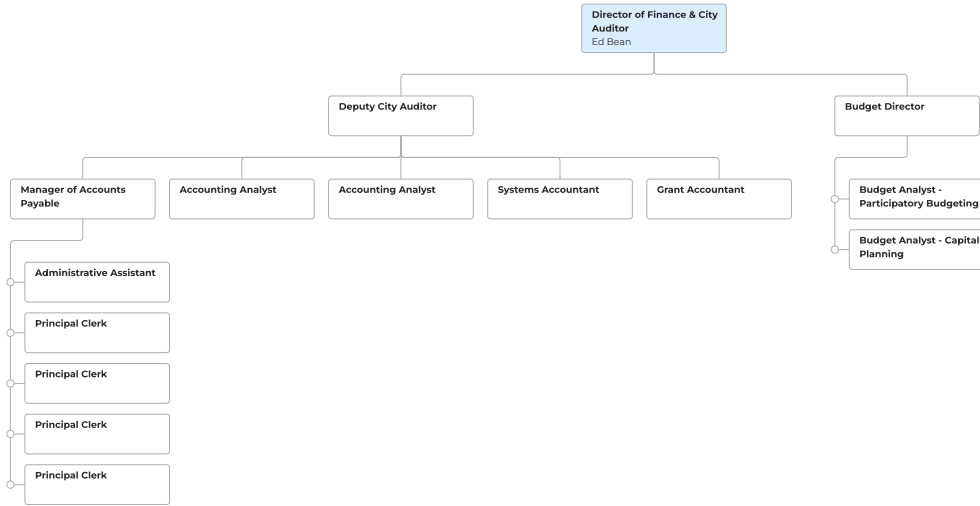
\$1,473,104 **\$270,855**
(22.53% vs. prior year)

Auditing Proposed and Historical Budget vs. Actual



Organizational Chart

Finance - Auditing



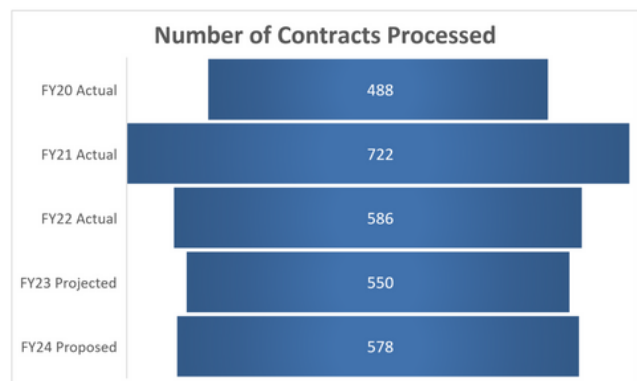
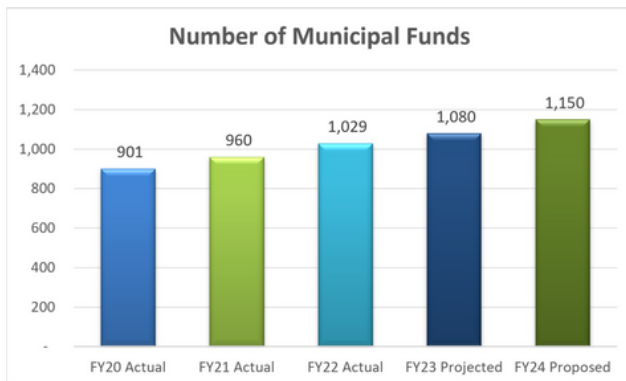
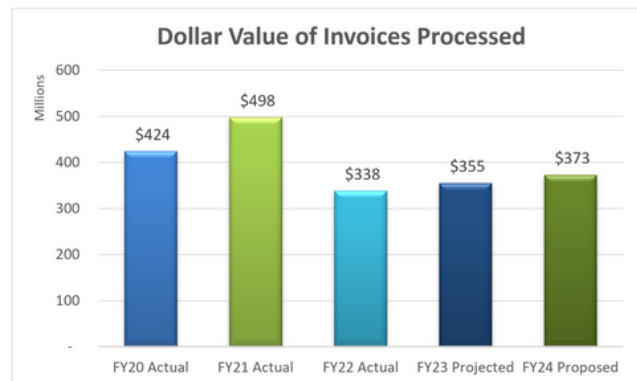
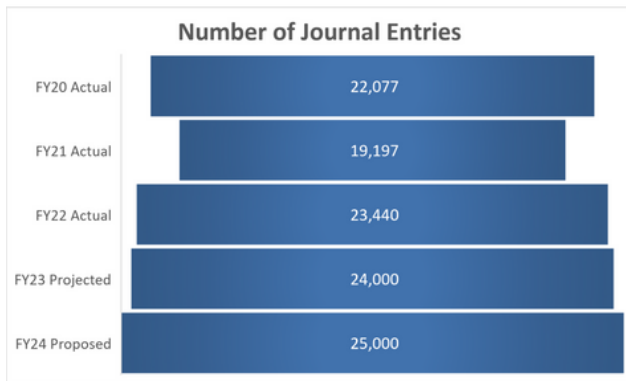
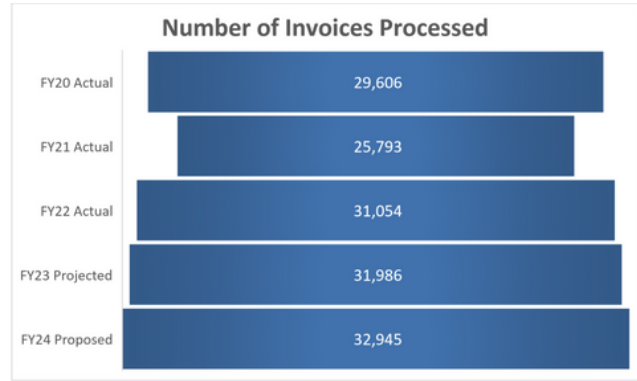
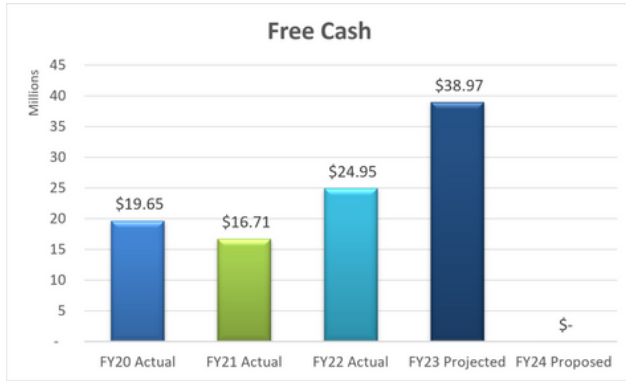
FY24 Goals

Goal	Measure of Progress
Goal 1: Update the 10-year General Fund projection of revenues and expenditures	-Complete in timing with an updated FY24 CIP.
Goal 2: Complete the first full cycle of Participatory Budgeting	Complete voting phase, evaluate opportunities for improvement, and share successes. Secure funding for a second round and convene working group for guidebook revisions.
Goal 3: Update the Capital Investment Plan with new project data and continue to grow the use of the ClearGo software.	Complete the FY24 CIP by December 2023. Expand opportunities for project submission across the organization, standardize processes and decision-making processes with the Mayor's Office
Goal 4: Improve the transparency and accessibility of the City's budgeting, capital planning, and long-range forecasting	Release an updated ACR, and continue to share and automate the open checkbook, monthly budget-to-actuals, and CIP on the City's website.
Goal 5: Explore state-of-the-art solutions to improve financial processes and monitoring	Optimize Munis functionality in invoice and contract processing. Work to develop front-end solutions for the submittal of vendor invoices. Expand departmental central accounts payable mailbox Expand the EFT program.
Goal 6: Improve and deliver training and onboarding programs to staff to increase fiscal fluency	Develop video recordings of discrete training topics, and expand training sessions from an as-needed basis to quarterly. Work to consolidate processes and procedures into an easily accessible location for new staff.

Update on FY23 Goals

Goal	Measure of Progress
Goal 1: Update the 10-year General Fund projection of revenues and expenditures	Complete.
Goal 2: Re-evaluate all current formal investment, debt service, and reserve policies to ensure the maintenance of our current bond rating and prepare for a rating upgrade.	Revised policies on free cash, reserves, and debt service for FY23 All other policies are reviewed and unchanged at this time.
Goal 3: Expand the Electronic Transfer Fund (ETF) Program by enrolling more vendors	Approximately 50 vendors signed up as of budget preparation, with a focus on veterans' benefits and high-dollar or high-volume vendors. Expected 75 sign-ups by the close of the fiscal year.
Goal 4: Improve the transparency and accessibility of the City's budgeting, capital planning, and long-range forecasting	Updated CIP and long-range forecast uploaded to City's budget website in spring 2023.
Goal 5: Design and implement a participatory budgeting process using community input and values.	Process developed using a Working Group of 11 residents and 963 ideas collected during the idea submission phase (March 20th, 2023 May 20th, 2023)

Charts & Measures of Progress



Budget Detail

Personal Services Changes

Personal Services are projected to be up 15% for FY24.

- This budget proposes two new positions for FY24:
 - A Principal Clerk in the Account Payable team will scale the department to meet an increasing workload for invoice processing.
 - A Budget Analyst for the Capital Investment Program will serve as an additional budgetary and fiscal planning position for City departments and play an essential role in developing, coordinating, monitoring, and executing the City's Capital Investment Plan.
 - The budget proposes hiring an intern to assist in the Participatory Budgeting Process.
 - Approximately 10% of the Personal Services increase is attributable to new positions.

Ordinary Maintenance Changes

Ordinary maintenance costs are projected to be down 4.93% for FY24

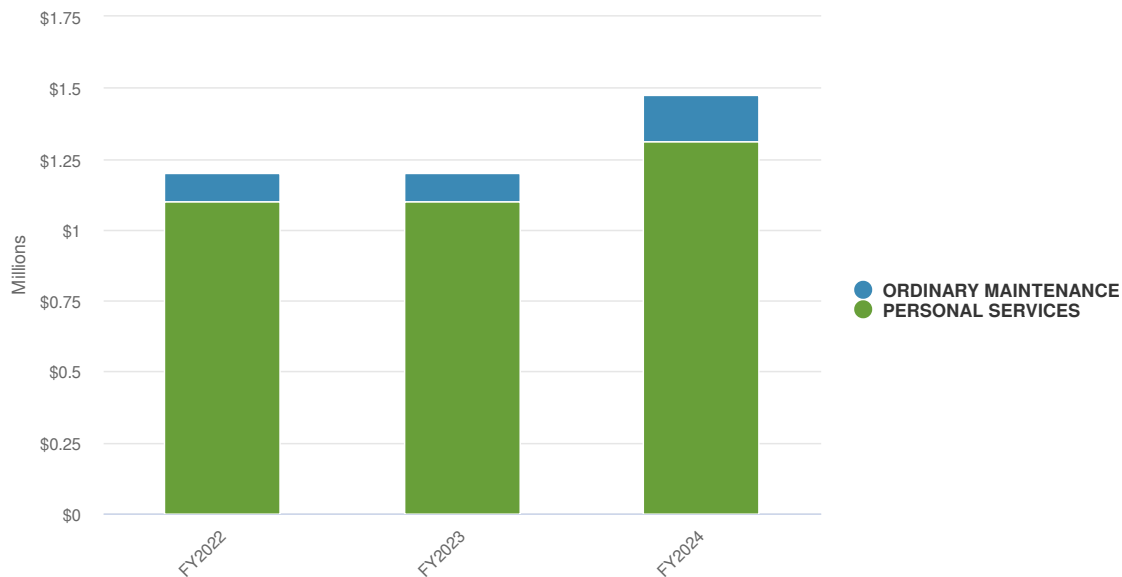
An actuarial OPEB summary, as opposed to a complete valuation, is needed in FY2024. This is less costly. A complete valuation will be performed in FY2025.

FY23 Supplemental Appropriations

Please note that the following supplemental appropriations were made in FY23 and are not reflected in the FY23 Adopted budget column:

- \$50,000 in allocations to various lines for the Participatory Budgeting project.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$1,002,246	\$1,122,164	\$1,062,561	\$1,278,072
SALARIES & WAGES TEMPORARY			\$0	\$6,000
OVERTIME	\$3,776	\$7,890	\$7,872	\$7,890
LONGEVITY	\$4,800	\$5,625	\$5,625	\$5,950

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
HOLIDAYS NON-UNION	\$4,810	\$1,384	\$1,267	\$6,564
HOLIDAYS - S.M.E.A.	\$4,572	\$773	\$2,309	\$3,676
PERFECT ATTENDANCE	\$2,000		\$1,500	\$500
UNIFORM ALLOWANCE	\$1,400	\$1,400	\$1,400	\$1,750
Total PERSONAL SERVICES:	\$1,023,604	\$1,139,236	\$1,082,534	\$1,310,402
ORDINARY MAINTENANCE				
MAINT CONTRACT-OFFC EQUIP	\$1,216	\$1,100	\$916	\$1,100
RENTAL-WATER COOLER	\$187	\$250	\$353	\$350
PROFESSIONL & TECHNCL SVC			\$7,950	\$7,000
EMPLOYEE TRAINING COURSES	\$3,411	\$7,410	\$3,425	\$8,200
ACCOUNTING AND AUDITING	\$88,168	\$98,725	\$75,610	\$90,775
ADVERTISNG			\$0	\$3,000
SOFTWARE SERVICES	\$389		\$0	
POSTAGE			\$6,103	\$15,000
FEE	\$0	\$1,175	\$0	\$575
OFFICE SUPPLIES	\$1,215	\$2,500	\$2,306	\$5,500
PRINTING & STATIONERY	\$472	\$680	\$11,123	\$17,100
BOOKS & BOOKBINDING	\$395	\$300	\$457	\$300
OTH EQUIPMENT NOT CAPITALIZE				\$500
FOOD SUPP			\$0	\$3,000
DEPARTMENTAL REPORTS	\$2,208	\$3,750	\$0	\$5,000
PROMOTIONAL MATERIALS				\$2,000
IN STATE TRAVEL	\$226	\$200	\$292	\$900
IN STATE CONFERENCES	\$479	\$600	\$615	\$600
OUT OF STATE TRAVEL			\$1,597	
OUT OF STATE CONFERENCES			\$1,099	
DUES AND MEMBERSHIPS	\$1,802	\$1,827	\$1,981	\$1,802
Total ORDINARY MAINTENANCE:	\$100,167	\$118,517	\$113,827	\$162,702
Total Expense Objects:	\$1,123,771	\$1,257,753	\$1,196,361	\$1,473,104

FY24 Professional & Technical Services

Project/Allocation	Estimate
Participatory Budgeting website development	\$3,000
Participatory Budgeting graphic design	\$4,000



Personnel Listing

FTE	Grade Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU9 (NEW) Capital Budget Analyst	10/1/2023	\$60,776	\$61,253
1	CLER2 (NEW) Principal Clerk	7/1/2023	\$55,967	\$57,606
1	NU11 Accounting Analyst	7/1/2023	\$79,169	\$79,790
1	NU11 Accounting Analyst	7/1/2023	\$73,140	\$74,007
1	ADMN2A Administrative Assistant SMEA B	7/1/2023	\$65,234	\$68,146
1	NU9 Budget Analyst	7/1/2023	\$86,151	\$86,827
1	NU5 Budget Director	7/1/2023	\$114,869	\$115,770
1	NU5 Deputy City Auditor	7/1/2023	\$129,361	\$130,376
1	NU1 Finance Director & City Auditor	7/1/2023	\$170,659	\$171,998
1	I Grant Accountant	7/1/2023	\$82,157	\$83,652
1	NU6 Manager of Accounts Payable	7/1/2023	\$105,449	\$106,277
1	CLER2 Principal Clerk	7/1/2023	\$55,967	\$57,606
1	CLER2 Principal Clerk	7/1/2023	\$55,412	\$57,047
1	CLER2 Principal Clerk	7/1/2023	\$55,967	\$57,606
1	9 Systems Accountant	7/1/2023	\$91,004	\$92,218

Treasury

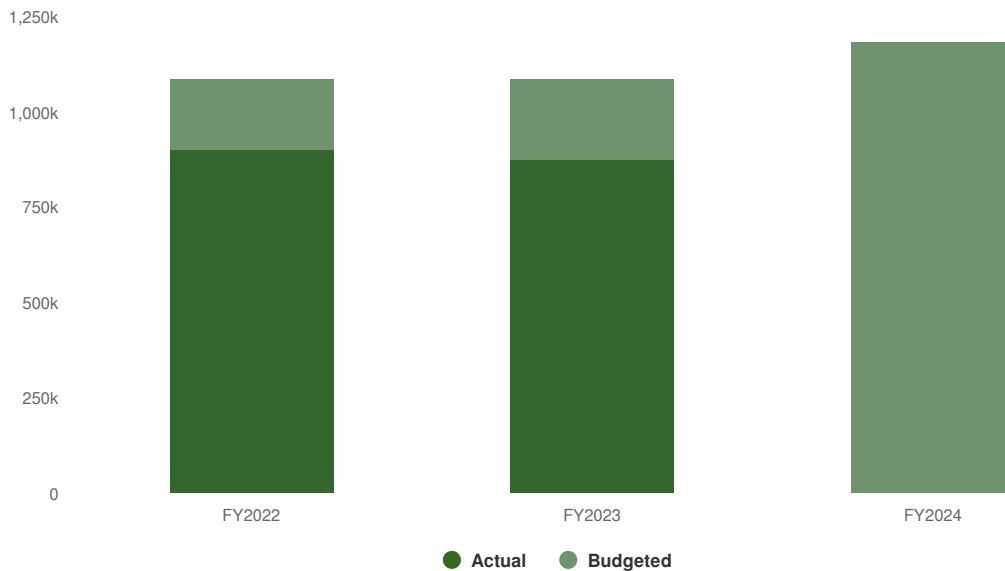
Linda Dubuque
Treasurer & Collector

To efficiently manage City assets, including cash and receivables. The treasury department ensures that all assets are accounted for and all receipts due to the City are collected. In accordance with Massachusetts General Law Ch44 Section 55B, the treasurer is responsible for ensuring the safety and liquidity of the City's funds while earning the highest yield possible. The treasurer also maintains banking relationships, electronic payment relationships, City debt, and building insurance for all City-owned property.

Expenditures Summary

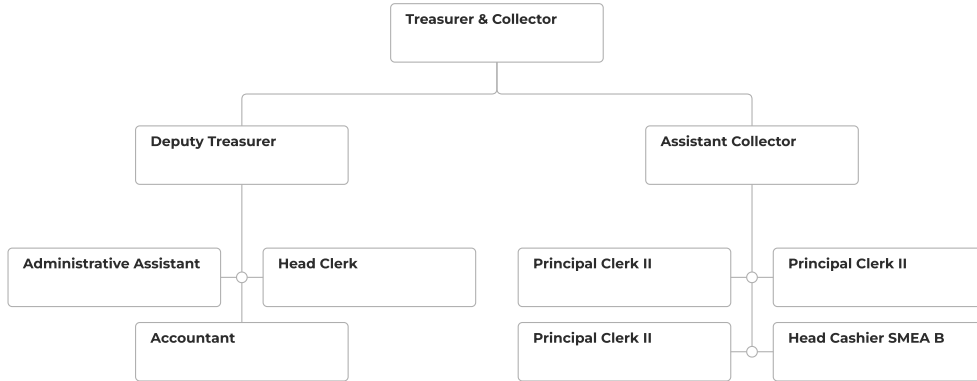
\$1,184,151 **\$100,484**
(9.27% vs. prior year)

Treasury Proposed and Historical Budget vs. Actual



Organizational Chart

Finance - Treasury



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Increase treasury's online presence	-Enhance the Debt Tracking module for debt service management and bill pay tracking
Goal 1.2: Increase treasury's online presence	-Update the debt exclusion calculator tool so taxpayers can continue to see the Somerville High School debt exclusion portion of their tax bill
Goal 1.3: Increase treasury's online presence	-Continue to publicize the Citizen Self-Service (CSS) Munis module to taxpayers, closing attorneys, mortgage companies and mortgage-holding banks
Goal 2.1: Increase sustainability efforts	-Work with personnel and payroll departments to encourage employees to sign up for direct deposit with email notification in lieu of a printed direct deposit notice or a paper check and promote the idea that all new hires should be required to have direct deposit with email notification as a condition of employment
Goal 2.2: Increase sustainability efforts	-Eliminate fraud in EFT of vendor payments by working in conjunction with auditing, information technology, purchasing and Tyler Technologies to review market options to pick an onboarding vendors partner solution
Goal 3: Improve website content with the assistance of the Webteam to update the treasury webpage	-Work with webteam to update the treasury website layout
Goal 4: Increase Municipal Scholarship Fund balance	-Continue to support the newly re-established (with FY23) Municipal Scholarship Committee and grow the fund

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1.1: Increase treasury's online presence	-Update Debt Tracking module for debt service management	Ongoing
Goal 1.2: Increase treasury's online presence	-Updated online debt exclusion calculator tool so taxpayers can see the Somerville High School debt exclusion portion of their tax bill	Complete
Goal 1.3: Increase treasury's online presence	-Publicize the Citizen Self-Service (CSS) Munis module and publicize it to taxpayers, closing attorneys, and mortgage companies and mortgage holding banks	Ongoing
Goal 2.1: Increase sustainability efforts	-Work with personnel and payroll departments to encourage employees to sign up for direct deposit with email notification in lieu of a printed direct deposit notice or a paper check and promote the idea that all new hires should be required to have direct deposit with email notification as a condition of employment	In Progress
Goal 2.2: Increase sustainability efforts	-Worked with auditing, Information Technology, and Tyler Technologies to implement direct deposit option to enable payment of vendors via EFT. A few Veterans and vendors are now being paid via EFT.	Complete
Goal 3: Improve website content with the assistance of the SomerViva and Webteam departments to further translate treasury handouts, forms and website content into multiple languages	-Handouts were translated into multiple languages and posted on website.	Complete

Expenditures by Expense Type

Personal Services

- **511000 – Salaries - DELETED TAX ASSISTANT PARALEGAL POSITION** - The incumbent was promoted to the assistant tax collector position in FY23 and the duties were assumed by the assistant collector in accordance with the practices of other municipalities.
- **512000 - S&W - For part-time Mayor's Summer Youth Program employee to work during the year.**
- **513000 – OT** – No changes. FY23 costs were up because there were vacancies and promotions. Seven (7) of the ten (10) positions were vacated and filled.
- **NO VACANCIES!** Thank goodness for small miracles.
- **Organizational Chart** - Software limitations did not allow for us to show the three (3) Principal Clerk II positions as being simultaneously under both the deputy treasurer and the assistant collector.

Ordinary Maintenance

524007 - Repairs Office Equipment. No changes. Treasury prints checks and direct deposit advices. Cover printer repair.

527019 - Rental - Water Cooler. No Changes.

530000 - Professional and Technical. No Changes.

530008 - Employee Training. No changes

530011 - Advertising. No Changes. Line is used to advertise parcels with a real estate tax balance about to be put into tax title and uncashed checks.

530012 - Data Processing. Reduced by \$7,000. Line is used for check and direct deposit paper stock, and tax forms. Some funds were transferred to Fee line 530415.

530026 - Bank Charges. No changes. With the Eastern Bank take-over of Century bank, Eastern did not timely charge the city for bank charges. The FY22 charges all hit the bank statement on July 1, 2022, and unfortunately, due to M.G.L. were charged to FY23! Thereafter, Eastern waived six months of bank charges for the City. Line was increased with FY23 and budget to budget remains unchanged for FY24. Looking to hopefully decrease it with FY25 after the booking issues (the way the interest and analysis charges appear on the bank statements) are resolved.

534003 - Postage – Increased by \$15,000.00. Budget line is for tax bill printing for real estate, personal property and excise tax bills. Printing/production and postage costs are paid from this budget line. Paper costs have increased. Number of bills mailed increases yearly with new growth and condominiums. The U.S. Post Office price increase is expected on July 9, 2023. Tax bill inserts are also paid from this line and we send inserts promoting the online lookup module "Citizen Self Service," the "go green pay online" effort, the debt exclusion calculator notice on Q3, and now the municipal scholarship committee request for donations (whether online or otherwise). Ballpark, \$15K to print and mail the quarterly real estate and personal property tax bills. Excise and excise and RE/PP demand bills vary.

534015 – Fee – Increased by \$5,000. This was a new account line with FY23 \$10,000, and funds were transferred to it from 530000 in FY22. Budget increase with FY24. This account code segregates online tax and water bills payment platform costs after removing them from Prof & Tech services line. The City covers the cost of online tax and water payments paid by ACH transfer so that taxpayer can make payments for free. Also, with FY24, the treasury department will pay the ACH invoices of other city departments to gain efficiencies (+\$3K). The online payment of tax bills also steadily increases each year (+\$2K).

542000 - Office Supplies - No changes. Toner costs continue to be one of the major expenses in this budget line. Toner purchases are supposed to be segregated by the staff member who places orders so they can be invoiced and separately labeled in the Munis description box.

542001 - Printing and stationery - No changes. Yearly December/January finance/tax newsletter printing expense is budgeted here and the printing cost increases each year. Treasury letterhead (for municipal lien certificates), printed envelopes, and sometimes misc. informational flyers that the treasury dept. hands out at the cashier stations (Citizen Self Service taxpayer's online look-up of tax and water bills module for example), that the high school print shop produces, are charged here.

542005 – Office Equipment – No changes. With FY23, \$5K was transferred to the line from banking charges (before the issue stated above in 530026 was brought to light) to purchase a heavy duty micro cross cut shredder. The micro-sredder meets industry security standards and will enable treasury to properly destroy

taxpayer checks. Technically, the \$1,000 is a place holder just in case new equipment is required. In FY22, a printer was purchased.

558004 - Magazines & News – No changes. Veribanc subscription used by all treasurers in the state, indicates the health of banks.

571000 - In State Travel - No changes. Mass. Treasurer's and Collector's Assn. (MTCA) school and conferences are located mid-state, in Amherst, and in Cape Cod.

571001 - In State Conferences – No changes. MTCA and MGFOA (Mass. Gov't Finance Officers Assn).

573000 - Dues & memberships – No changes. Covers Mass. Treasurer & Collector Assn. Dues and Mass. Gov. Finance Officers Assn.

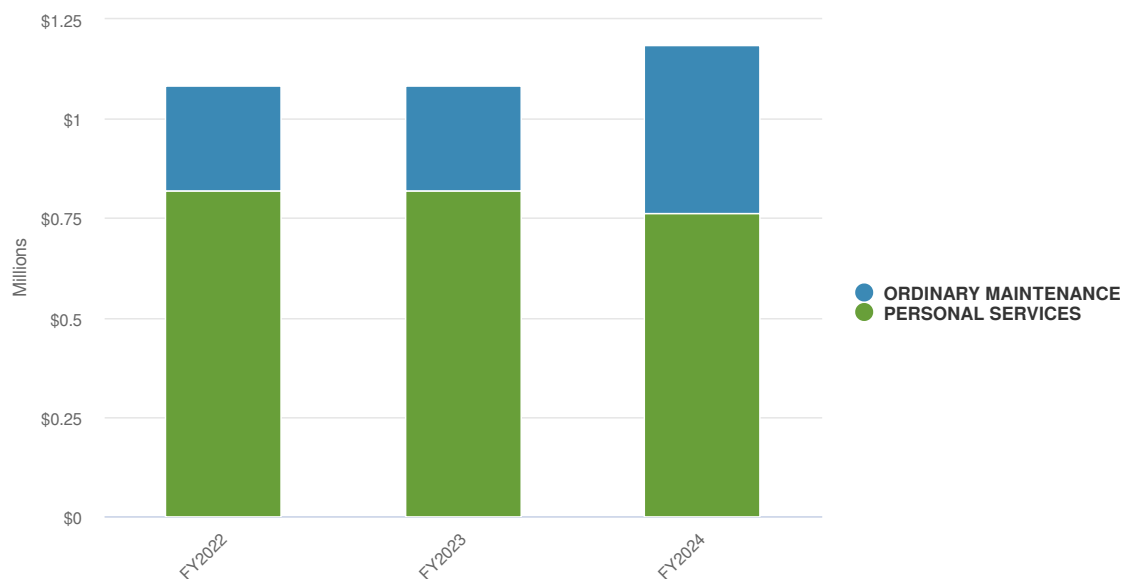
574000 - Insurance Premium – No change. Covers the Treasurer & Collector bonds required by City Ordinance.

578010 - Recordings - No changes. Recording a tax taking at the registry of deeds costs \$105 (one hundred five dollars). (100 x \$105 = \$10,500). Note there is a direct correlation between market conditions and the number of parcels put into tax title. Good times mean less tax takings. During a recession there are more tax takings. We will happily work with taxpayers to keep them out of tax title until the very last possible minute (M.G.L dictates time period by which a taking must be recorded).

578012 - Land Court Proceedings – No changes. Covers expenses of foreclosing tax liens should City require assistance of outside counsel or need funds for land court filing fees. In FY23, the treasury department successfully foreclosed on the two tax takings from the 1950s on the two landlocked parcels adjacent to the Healy School. The City received judgment of foreclosure on March 21, 2023. That judgement is recorded at the Middlesex South Registry of Deeds, book and page 81384, 597. It references two deeds/parcels recorded in book 8808, pages 495 and 496. There is a 1-year right of former owner/heirs at law to request land court to vacate the judgement. On March 22, 2024, that 1 year waiting period is over (Ch. 60, s 69A).

The treasury department historically had a tax title attorney and a paralegal on staff. When the tax title attorney position was vacated and then eliminated, this line was increased in the OM budget to cover tax title foreclosure costs (FY19 adopted budget \$55,000). With FY24, the tax assistant/paralegal position is being eliminated. The incumbent was promoted to the assistant tax collector position in FY23 and the duties were assumed by the assistant collector in accordance with the practices of other municipalities.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
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Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$714,965	\$791,398	\$679,658	\$745,782
SALARIES & WAGES TEMPOR'Y	\$0	\$2,000	\$0	\$2,000
OVERTIME	\$3,389	\$5,500	\$12,716	\$5,500
LONGEVITY	\$2,625	\$3,050	\$2,200	\$2,700
OUT OF GRADE	\$0	\$1,000	\$635	\$1,000
HOLIDAYS NON-UNION	\$3,146	\$883	\$765	\$3,302
HOLIDAYS - S.M.E.A.	\$3,641	\$638	\$1,896	\$2,672
PERFECT ATTENDANCE	\$1,200	\$0	\$0	\$0
UNIFORM ALLOWANCE	\$1,750	\$1,750	\$1,400	\$1,750
OTHER LUMP SUM PAYMENTS	\$1,624	\$0	\$6	
Total PERSONAL SERVICES:	\$732,340	\$806,219	\$699,276	\$764,706
ORDINARY MAINTENANCE				
REPAIRS OFFICE EQUIPMENT	\$982	\$2,000	\$849	\$2,000
RENTAL-WATER COOLER	\$223	\$300	\$286	\$400
PROFESSIONL & TECHNCL SVC	\$35,861	\$42,350	\$16,600	\$139,250
EMPLOYEE TRAINING COURSES	\$0	\$2,175	\$0	\$5,175
ADVERTISING	\$4,147	\$4,000	\$1,436	\$4,000
DATA PROCESSING/PAYROLL	\$9,341	\$17,000	\$9,005	\$10,000
BANK CHARGES	\$5,623	\$75,000	\$27,526	\$75,000
POSTAGE	\$79,846	\$105,000	\$90,457	\$120,000
FEE	\$8,426	\$10,000	\$8,019	\$15,000
OFFICE SUPPLIES	\$3,889	\$7,000	\$2,314	\$7,000
PRINTING & STATIONERY	\$7,415	\$11,000	\$6,908	\$11,000
OFFICE EQUIPMENT	\$843	\$1,000	\$4,963	\$1,000
OFFICE FURNITURE NOT CAPITALIZ		\$0	\$513	
MAGAZINES,NEWS,SUBSCRIPTS	\$200	\$200	\$200	\$200
UNIFORMS	\$1,058		\$76	
IN STATE TRAVEL	\$0	\$3,000	\$1,564	\$3,000
IN STATE CONFERENCES	\$20	\$2,000	\$210	\$2,000
DUES AND MEMBERSHIPS	\$160	\$420	\$140	\$420
INSURANCE PREMIUMS	\$2,600	\$3,000	\$2,600	\$3,000
RECORDINGS	\$6,405	\$9,000	\$315	\$9,000
LAND COURT PROCEEDINGS	\$810	\$12,000	\$47	\$12,000
Total ORDINARY MAINTENANCE:	\$167,849	\$306,445	\$174,028	\$419,445
Total Expense Objects:	\$900,190	\$1,112,664	\$873,303	\$1,184,151



FY24 Professional & Technical Services

Project/Allocation	Estimate
Fifth Asset/Debt Book -Debt tracker	\$16,250
PeopleGIS-H.S. Override calculator	\$1,500
Notary Expenses	\$200
Scholarship America - Municipal Scholarship	\$3,000
Bond Sale Expenses	\$21,000
Misc	\$400

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU10	Accountant	7/1/2023	\$82,436	\$83,083
1	3	Administrative Assistant SMEA A	7/1/2023	\$72,075	\$74,690
1	NU9	Assistant Tax Collector	7/1/2023	\$95,724	\$96,475
1	NU6	Deputy Treasurer	7/1/2023	\$105,449	\$106,277
1	CLER2	Head Cashier	7/1/2023	\$55,412	\$56,697
1	CLER1	Head Clerk	7/1/2023	\$57,586	\$58,887
1	CLER3	Principal Clerk	7/1/2023	\$49,405	\$50,142
1	CLER3	Principal Clerk	7/1/2023	\$49,405	\$50,142
1	CLER3	Principal Clerk	7/1/2023	\$49,405	\$50,142
1	NU4	Treasurer/Collector	7/1/2023	\$128,883	\$129,894

Procurement & Contracting Services

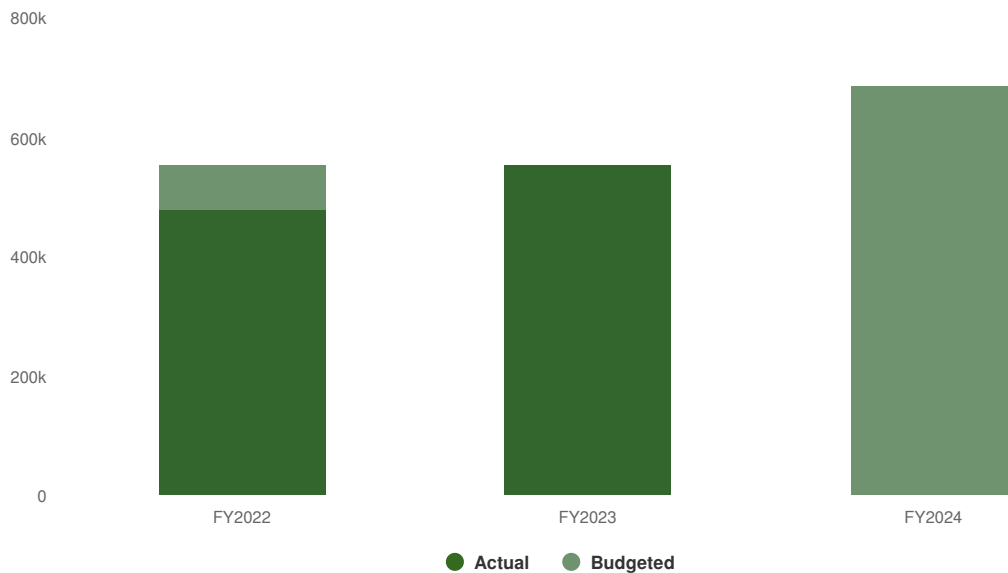
Angela M. Allen
Chief Procurement Officer

Assist City departments in obtaining the best possible value of services and supplies in a timely fashion.
Ensure procurement processes are inclusive and transparent.

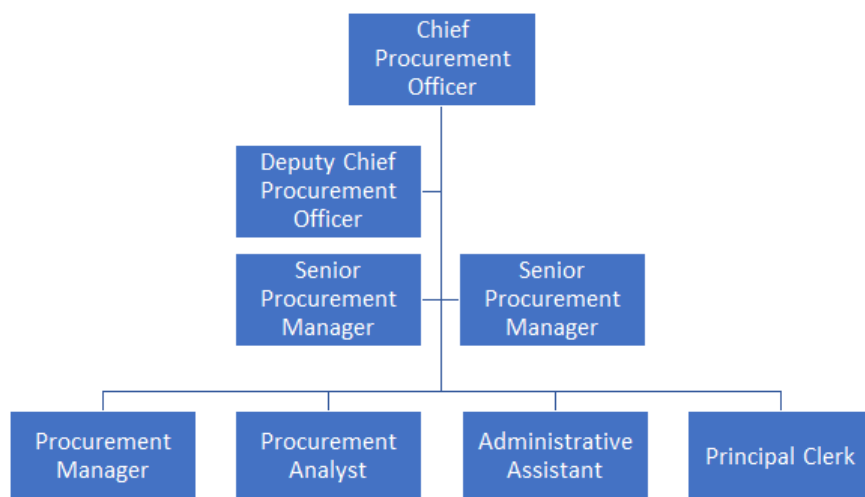
Expenditures Summary

\$686,918 **\$133,148**
(24.04% vs. prior year)

Procurement & Contracting Services Proposed and Historical Budget vs. Actual



Organizational Chart



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Procurement Management & Compliance Manage all procurement of goods and services, construction and design services, and applicable real property transactions for all municipal departments. Train and onboard staff at all levels in procurement laws, policies and procedures.	<p>Meet quarterly with all departments. Meet monthly with the most "procurement intensive" departments to review, plan, prioritize and process procurement needs in alignment with the City's goals.</p>
Goal 2: Disparity Study Support (a project managed by OSPCD, and conducted jointly with Town of Brookline)	<ul style="list-style-type: none"> Identify and furnish data as available and needed. Work with IT, OSPCD, Consultant, others. Serve as liaison with Town of Brookline as needed. Update and furnish PCS policies and procedures. Participate in key meetings and stages of project. Review and comment on reports from Consultant.
Goal 3: Vendor Access & Participation Improvements Attract bids from, and improve access for, disadvantaged business enterprises.	<ul style="list-style-type: none"> Work with departments to identify contracting opportunities with disadvantaged business enterprises (DBEs), small and local vendors. Identify barriers to doing business with the City as a vendor. Update, revise and develop policies and procedures that can address the needs and barriers. Work with Disparity Study Consultant to procure vendor management system to address needs and barriers. Implement vendor management system with guidance from Disparity Study Consultant, IT and other departments.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Improve understanding of and compliance with procurement policies and procedures. Develop and offer new training approaches, materials and increased frequency of opportunities to learn about how to purchase goods and services for the City.	Two broad-sweeping (citywide) training sessions in procurement and contracting were held and widely attended mid-year (late 2022). PCS has conducted smaller orientation sessions for new dept. heads and managers as they have been hired. Effectiveness metrics will be developed to further advance this goal.	Complete
Goal 2: Attract and retain more diverse and local vendors to apply for contract opportunities. Make procurement experience more welcoming, inclusive, clear, and accessible.	PCS staff have made concerted outreach efforts to DBEs and, anecdotally, more DBEs have submitted quotes and bids and many of the DBEs have been awarded contracts. A deeper analysis of DBE availability, utilization and access will be a significant part of the Disparity Study. Procurement of a vendor management system to facilitate and enable contact with DBEs about City opportunities will be conducted in FY24, in alignment with the Disparity Study and to best leverage the partnership with Town of Brookline.	Complete
Goal 3: Design and undertake a disparity study - in close collaboration with other departments, including Racial & Social Justice and OSPCD-Economic Development. The study will involve a rigorous review and analysis of any effects of past and present discrimination within markets from which the City procures goods and services, including design and construction services. A key outcome of the study - to be referred for funding from ARPA sources - is to determine if a "compelling governmental interest" exists to establish and implement a sheltered market program as allowed under Mass. General Laws for certain classes of disadvantaged businesses.	RFP for Multijurisdictional Disparity Study with Brookline was released in April and five (5) proposals were received on May 1. The evaluation of the proposals is underway and we are on track to award a contract before the end of FY23.	In Progress

Expenditures by Expense Type

Personal Services Changes

Personal Services are projected up 7% for FY24.

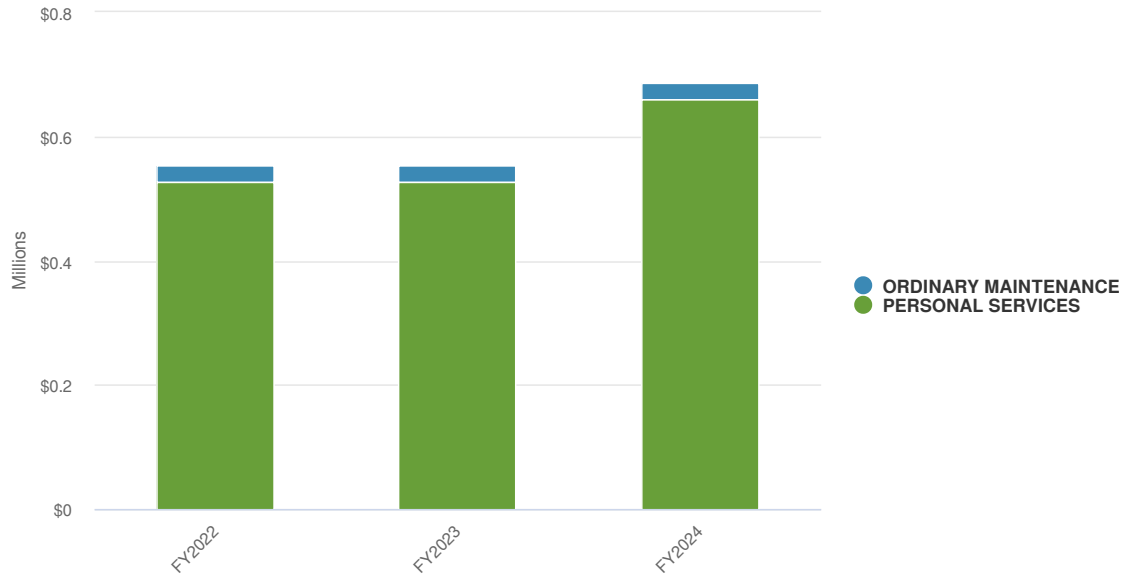
- This is primarily due to full-year funding of positions added in past budgets.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected flat for FY24.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$444,378	\$608,004	\$527,714	\$651,588
OVERTIME	\$6,914	\$1,000	\$1,147	\$1,000
LONGEVITY		\$250	\$500	\$1,000
HOLIDAYS NON-UNION	\$2,669	\$954	\$856	\$4,256
HOLIDAYS - S.M.E.A.	\$1,280	\$216	\$646	\$659
UNIFORM ALLOWANCE	\$700	\$700	\$700	\$700
Total PERSONAL SERVICES:	\$455,941	\$611,124	\$531,562	\$659,203
ORDINARY MAINTENANCE				
REPAIRS OFFICE EQUIPMENT	\$0	\$100	\$0	\$100
MAINT CONTRACT-OFFC EQUIP	\$731	\$920	\$575	\$990
RENTAL-WATER COOLER	\$80	\$300	\$205	\$350
EMPLOYEE TRAINING COURSES	\$100	\$300	\$85	\$400
ADVERTISING	\$5,523	\$8,500	\$7,547	\$8,225
TUITION	\$3,539	\$4,000	\$2,175	\$4,500
SOFTWARE SERVICES		\$15,500	\$150	\$400
OFFICE SUPPLIES	\$7,057	\$9,800	\$8,382	\$9,700
PRINTING & STATIONERY	\$0	\$100	\$0	\$190
OFFICE FURNITURE	\$2,574	\$1,600	\$1,248	\$900
MAGAZINES,NEWS,SUBSCRIPTS	\$129	\$150	\$129	\$150
IN STATE TRAVEL	\$254	\$300	\$221	\$460
DUES AND MEMBERSHIPS	\$880	\$1,075	\$775	\$1,350

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Total ORDINARY MAINTENANCE:	\$20,866	\$42,645	\$21,490	\$27,715
Total Expense Objects:	\$476,807	\$653,769	\$553,052	\$686,918

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	ADMN2A	Administrative Assistant SMEA B	7/1/2023	\$62,689	\$63,681
1	NU5	Chief Procurement Officer	7/1/2023	\$126,824	\$127,819
1	NU10	Procurement Manager	8/1/2023	\$68,341	\$68,877
1	NU9	Deputy Chief Procurement Officer	7/1/2023	\$87,874	\$88,564
1	CLER3	Principal Clerk	7/1/2023	\$50,901	\$51,800
1	NU10	Procurement Analyst	7/1/2023	\$77,681	\$78,291
1	NU9	Senior Procurement Manager	7/1/2023	\$86,151	\$86,827
1	NU9	Senior Procurement Manager	7/1/2023	\$84,462	\$85,125



Assessing

Board of Assessors

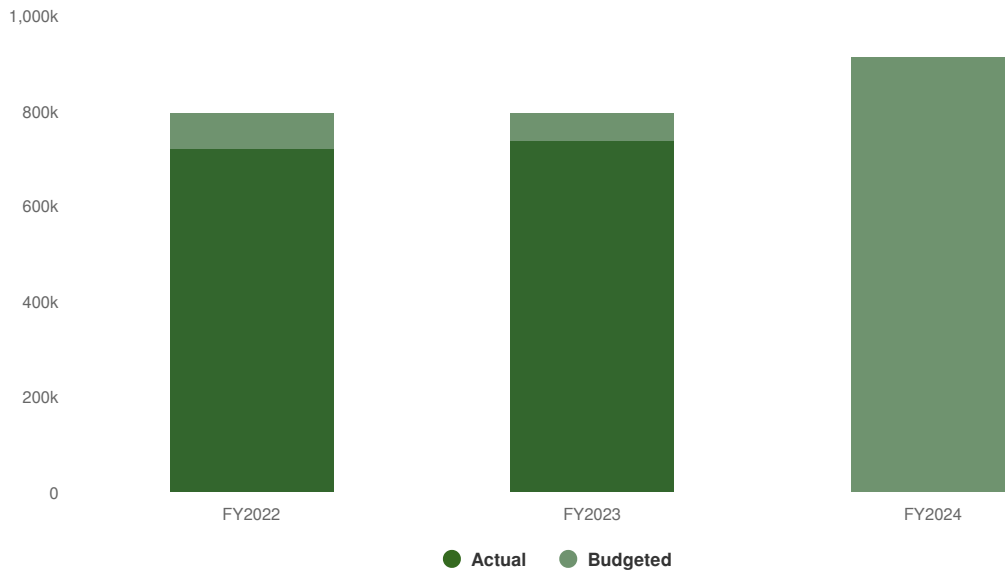
Chief Assessor Francis J. Golden

To provide taxpayers and the general public with the best professional service and information available about property assessments in the City. Efficient and effective assistance allows taxpayers, the public, other City departments, and state agencies to maintain the highest level of confidence in the Assessors and their data.

Expenditures Summary

\$912,178 **\$117,709**
(14.82% vs. prior year)

Assessing Proposed and Historical Budget vs. Actual



FY24 Leadership Goals & Measures of Progress

Leadership Goals	Measures of progress
Ensure the accuracy of property valuation and maintain fair and equitable consistent assessing practices.	<ul style="list-style-type: none"> ◦ Performing permit entry and collection, sales verification, deed entry, handle abatements for overvaluation, and cyclical reinspection. ◦ Acquire 'built as' plans for newly-built commercial properties. ◦ Preserve and grow the expertise of our staff by increasing the tuition budget line.
Meet the Department of Revenue guidelines for FY 2024 interim valuation	<ul style="list-style-type: none"> ◦ By submitting key data to DLS: <ol style="list-style-type: none"> i. property sales reports calendar year 2022 for determining value FY 2024 ii. Assessment classification report iii. submit new growth report iv. classification tax allocation 'tax recap' ◦ Upgrade the CAMA system to the most recent version, this will improve our reporting options to DLS.
Provide customer service to ensure taxpayers can access available abatements and exemptions	<ul style="list-style-type: none"> ◦ Improving communication with public by updating customer material, website & yearly newsletter/tax update, making our public counter more user friendly. ◦ Translating more customer material into the most used languages in Somerville. ◦ Continuing to optimize access to our records by reorganizing the office and sending old records to archive according to Municipal Records retention schedule from the secretary of the commonwealth of Massachusetts.

Update on FY23 Goals

FY23 Significant accomplishments

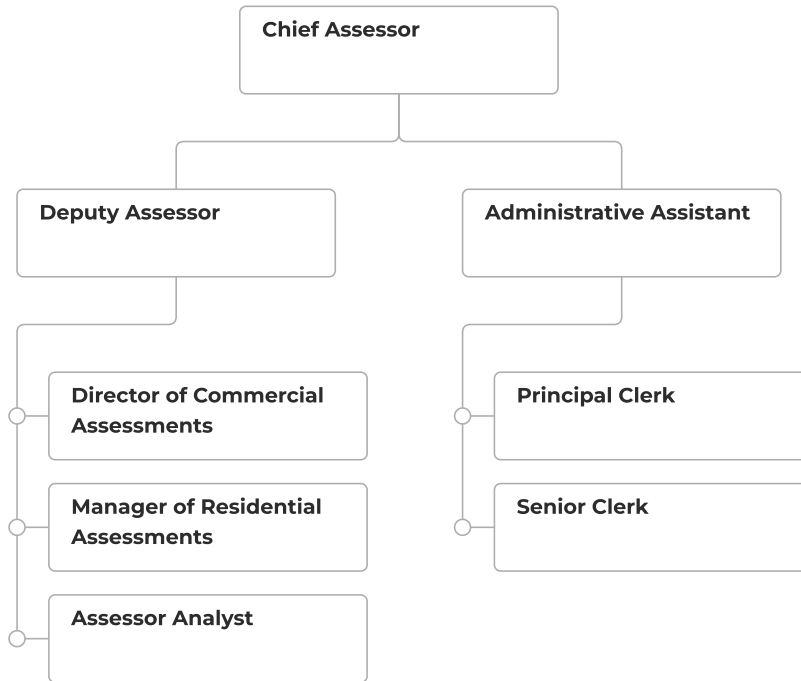
- Assessing captured in FY23 \$12,314,627 in new growth.
- Met the department of revenue guidelines for interim valuation in a timely manner.
- In fiscal year 2023 instructions on how to file for any exemptions were re-written.
- The website was updated.
- The yearly newsletter/tax update was updated and translated into Spanish and Portuguese.

FY23 metrics

- Handled over approximately 60 inquiries a day by phone and email.
- processed 146 new residential exemption applications.
- Over 2100 property inspected and/or updated in our computer assisted mass appraisal system (CAMA) system.
- Received and processed 138 real estate abatements (overvaluations).
- Processed over 1700 motor vehicle abatements.
- Created hundreds of abutters lists.
- Mailed out and processed 1458 personal property form of lists.
- Mailed out and processed 1796 income & expense forms.
- Processed over 450 3ABC forms for non-profit property owners.
- Mailed out and processed over 250 statutory exemption applications.
- Entered over 1500 deed transfers in vision CAMA system.
- Created 56 condo main parcels and 223 new condominium parcels in vision CAMA system.

Organizational Chart

Finance - Assessing



Budget Detail

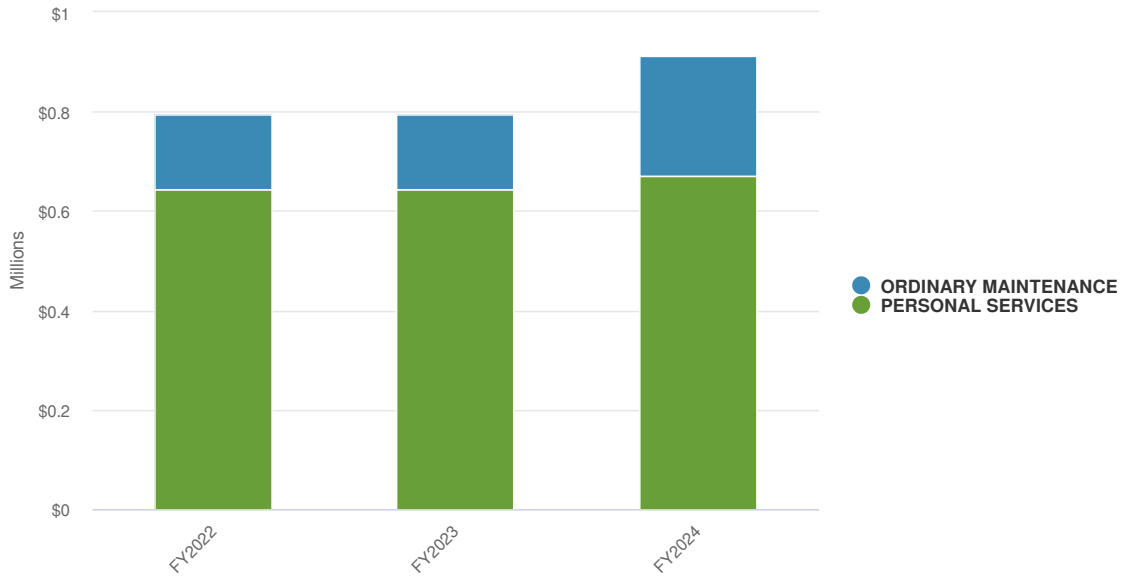
Personal Services Changes

- Assessing is adding a deputy assessor job position. This is to create a middle management position in Assessing. This will make it possible for the chief assessor to focus more on our leadership goals and capturing new commercial growth that is expected with the development of Cambridge Crossing, Union Square, Boynton Yards and the Green Line Extension station areas. The deputy assessor will assist the Chief Assessor in all aspects of office management, next to regular assistant assessor responsibilities. Handling and overseeing social platforms through the Chief Assessor's guidance, such as the online web site, and the annual newsletter, focused on improving our communication with the public. Assisting in all Munis functions, from approvals to all applications regarding exemptions, overvaluations and overlay liability.
- The Sales/PP analyst position and the 1200 part-time employee position were discontinued.

Ordinary Maintenance Changes

- Upgrade the CAMA system to the most recent version. This is essential because the current version will not be supported anymore.
- Increase legal services budget line because of abatement appeal cases for commercial properties at the Appellate Tax Board for which we need our attorney's expertise.
- All other increases to our OM lines are related to the increases in annual contracts and or increased costs in supplies, and dues.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$544,063	\$616,368	\$575,634	\$643,216
SALARIES - MONTHLY	\$19,308	\$19,308	\$19,308	\$19,308
SALARIES & WAGES TEMPOR'Y	\$25,055	\$34,000	\$6,334	
LONGEVITY	\$850	\$0	\$0	\$500
HOLIDAYS NON-UNION	\$3,135	\$875	\$883	\$3,928
HOLIDAYS - S.M.E.A.	\$1,229	\$292	\$448	\$1,226
UNIFORM ALLOWANCE	\$700	\$1,050	\$700	\$1,050
Total PERSONAL SERVICES:	\$594,340	\$671,893	\$603,306	\$669,228
ORDINARY MAINTENANCE				
REPAIRS OFFICE EQUIPMENT	\$0	\$500	\$285	\$500
MAINT CONTRACT-OFFC EQUIP	\$440	\$500	\$539	\$700
RENTAL-WATER COOLER	\$273	\$400	\$347	\$500
PROFESSIONL & TECHNCL SVC	\$46,520	\$52,400	\$16,800	\$56,500
LEGAL SERVICES	\$20,000	\$20,000	\$36,789	\$40,000
ADVERTISING	\$0	\$500	\$0	\$500
PROPERTY DATA SERVICES	\$24,997	\$27,500	\$26,527	\$65,000
APPRAISALS	\$28,875	\$30,000	\$14,764	\$30,000
TUITION	\$2,300	\$5,500	\$3,393	\$6,800
PERSONAL PROPERTY AUDIT		\$20,000	\$19,850	\$20,000
POSTAGE	\$4,399	\$7,500	\$4,969	\$7,500
OFFICE SUPPLIES	\$1,859	\$3,750	\$2,330	\$4,000

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
PRINTING & STATIONERY	\$1,407	\$1,500	\$1,288	\$1,500
COMPUTER EQUIPMENT	\$0	\$1,000	\$0	\$1,000
BOOKS & BOOKBINDING	\$0	\$500	\$227	\$500
ONLINE SUBSCRIPTION	\$1,895	\$1,800	\$1,923	\$2,600
MAGAZINES,NEWS,SUBSCRIPTS	\$1,028	\$1,050	\$1,060	\$1,200
UNIFORMS	\$467	\$500	\$285	\$500
IN STATE TRAVEL	\$0	\$1,000	\$465	\$1,000
IN STATE CONFERENCES	\$0	\$800	\$0	\$800
DUES AND MEMBERSHIPS	\$643	\$850	\$865	\$950
RECORDINGS	\$105	\$900	\$210	\$900
Total ORDINARY MAINTENANCE:	\$135,207	\$178,450	\$132,915	\$242,950
Total Expense Objects:	\$729,547	\$850,343	\$736,222	\$912,178

FY24 Professional & Technical Services

Project/Allocation	Estimate
RRC personal property valuation services	\$56,500

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU7	(NEW) Deputy Assessor	7/1/2023	\$92,007	\$92,729
1	ADMN2A	Administrative Assistant SMEA B	7/1/2023	\$62,068	\$63,406
1	NU10	Assessor Analyst	7/1/2023	\$73,201	\$73,775
1		Board of Assessors Member	7/1/2023	\$9,654	\$9,691
1		Board of Assessors Member	7/1/2023	\$9,654	\$9,691
1	NU3	Chief Assessor & Chairman of Board of Assessors	7/1/2023	\$143,411	\$144,536
1	NU8	Director of Commercial Assessments	7/1/2023	\$95,607	\$96,358
1	NU9	Manager of Residential Assessments	7/1/2023	\$86,151	\$86,827
1	CLER3	Principal Clerk	7/1/2023	\$49,898	\$50,640
1	CLER4	Senior Clerk	8/1/2023	\$40,868	\$41,509



Grants Development & External Funds

Kate Hartke

Director, Grants & External Funds (ARPA A&F)

The main functions of the Grants Development Office are:

- Grants development for City departments. This includes seeking out and applying for public and private funds in collaboration with City departments to support new and existing programs and projects, thus augmenting the City's budget; and
- Grant administration of the City's pandemic-related grants. This is comprised of fiscal oversight & management of the City's \$77.5M American Rescue Plan Act funds, administration & management of the City's FEMA Public Assistance dollars, and close-out/archiving of the CARES Act fund.

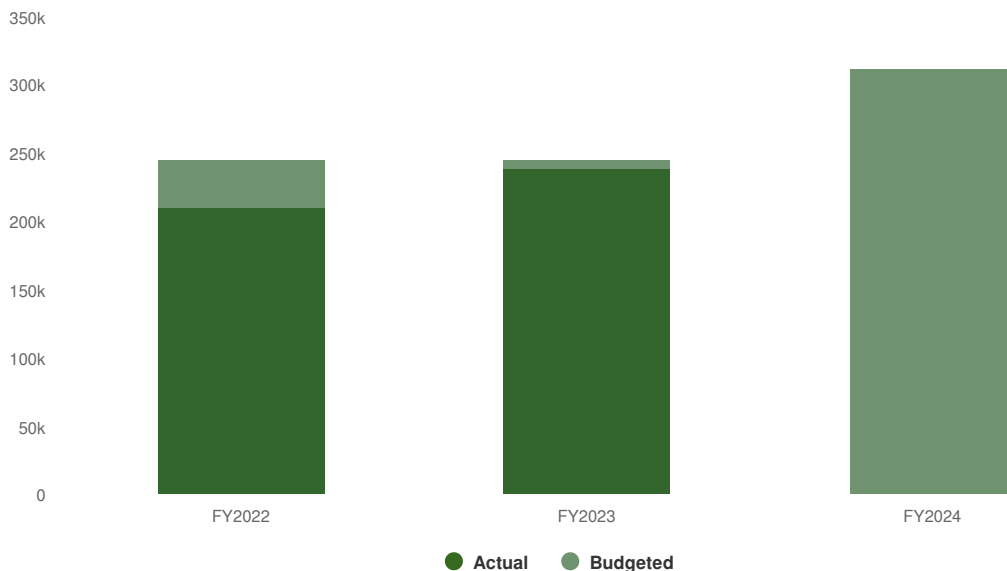
The department's development work includes identifying and assessing potential funding opportunities; working with City staff to develop and design projects and programs that are viable, achievable, and represent the goals and values established by municipal leadership, our constituents, and community partners; and crafting competitive proposals in partnership with City departments.

Pandemic and post-pandemic recovery grant administration, a new role for the department as of March 2020, includes strategizing with City leadership on how to best utilize and leverage external funds and prioritize internal and external needs; managing and monitoring fund budgets; analyzing and interpreting federal and state grant guidance to ensure compliance with external regulations; and developing and implementing internal mechanisms and protocols to track costs, gather documentation, and meet reporting requirements established by federal and state agencies. The City's ARPA fund is the grant that requires the most intensive management and oversight, and is the main focus for the Director and two ARPA financial & grant administration staff.

Expenditures Summary

\$312,268 **\$66,318**
(26.96% vs. prior year)

Grants Development & External Funds Proposed and Historical Budget vs. Actual

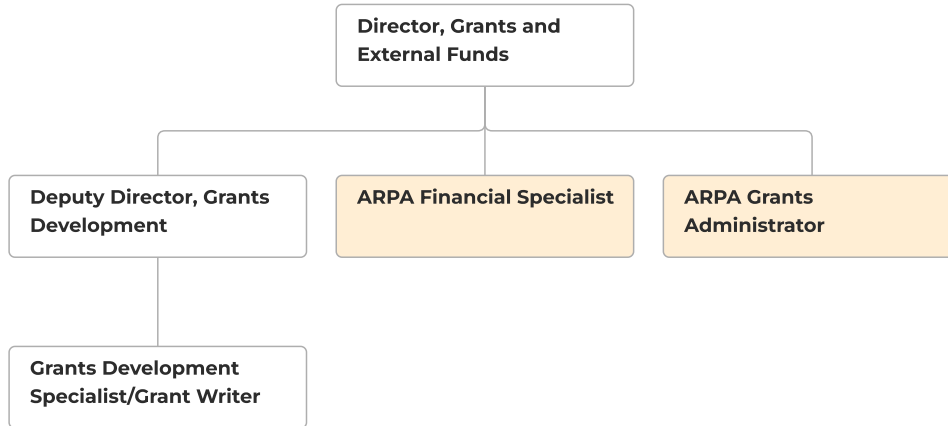


FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Provide Technical Assistance to City Staff	Act as a knowledge-base for City staff during the proposal development phase of grant processes and procedures and City's grant history. Lead workshops for City staff on grant proposal development process.
Goal 2: Educate City Staff on Post-Award Processes	Develop documentation on the post-award process for grant administration and project oversight, to be shared with city staff and ensure no loss of institutional knowledge.
Goal 3: Research and Identify Viable Funding for the City	Conduct research to identify viable funding opportunities for the City and prepare synopses for City staff to guide their decision-making process.
Goal 4: Proposal Development and Submission	Lead proposal development process for city departments that are applying for grant funds. Organize application process and develop workplans, draft materials, and liaise with other departments as needed to facilitate submission of approx. 30-35 proposals annually.
Goal 5: ARPA Report Submission	Prepare and submitting thorough, in-depth, and accurate quarterly reports on the City's ARPA spending to the federal government (US Treasury).
Goal 6: ARPA Compliance and Risk Mitigation	Monitor ARPA project parameters, procurement, payments, and other administrative tasks to ensure compliance with Treasury guidance and federal Uniform Grant Guidance requirements for the City's \$77 million in funding over the course of 4 1/2 fiscal years.
Goal 6: FEMA Public Assistance Grant Administration	Manage the FEMA Public Assistance fund through final expenditure submission, close-out, and external audits; prepare and gather additional information for FEMA/MEMA when requested; work with Finance to identify alternative funding sources for expenditures rejected by FEMA.

Organizational Chart

Finance Department - Grants & External Funds



Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Assist City departments with seeking out and securing grant funds to support and enhance their programmatic responses to municipal goals, municipal partnerships, and constituent needs.	Supported the submission of 35 grants by providing City staff with resource identification, program development, research and writing, and submission assistance. \$7,562,400 estimated funds received.	Complete
Goal 2: Oversee fiscal management and administration of the City's \$77 million in ARPA funding.	Developed and refined processes and guidance documents to review and approve requests for funding, track projects, develop and execute sub-award agreements, and process invoices for payment, while also gathering reporting materials to be provided back to the federal government to demonstrate adherence to programmatic guidance and federal policies.	Complete
Goal 3: Manage the FEMA Public Assistance fund through final expenditures, close-out, and the auditing phase of grant administration; oversee external audit requests for the CARES Act Coronavirus Relief Fund.	The City continues to submit expenditures for FEMA reimbursement and liaise with MEMA and FEMA regarding City projects. As need for FEMA funding slows, focus will be largely on assessments and audits.	In Progress

Budget Details

Personal Services Changes

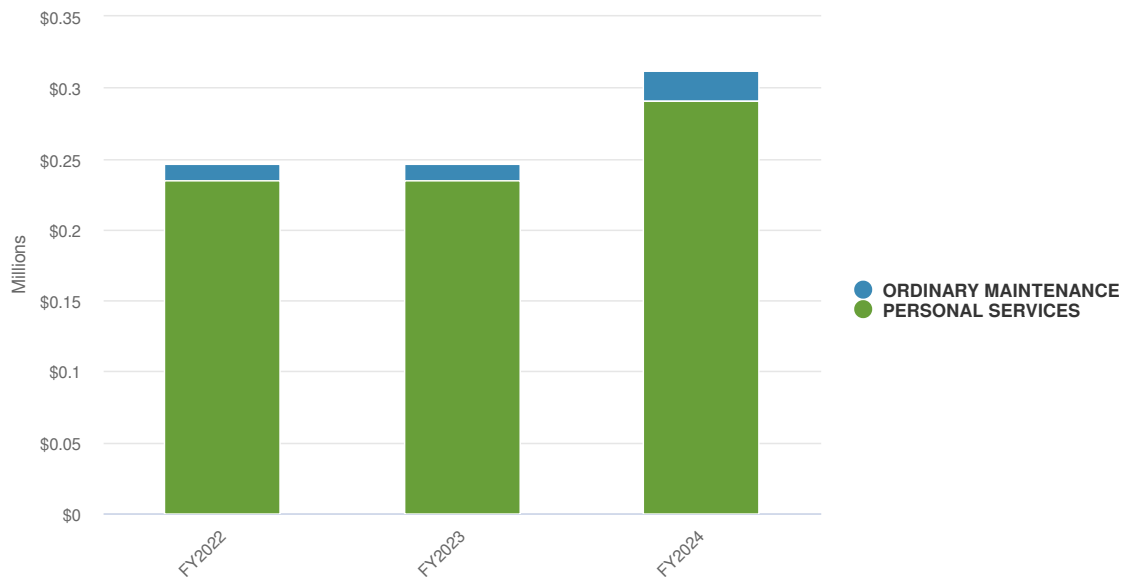
Personal Services are projected up 6% for FY24. The increase is due to step increases based on the City's staffing classification plan.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 35% for FY24.

- The increase is due to having more staff on-board and additional funds being allocated to Out-of-State Travel and Out-of-State Conferences for staff.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$203,452	\$271,859	\$227,112	\$288,210
HOLIDAYS NON-UNION	\$1,565	\$508	\$389	\$2,308
Total PERSONAL SERVICES:	\$205,017	\$272,367	\$227,501	\$290,518
ORDINARY MAINTENANCE				
DUES AND MEMBERSHIPS		\$1,300	\$0	
PROFESSIONL & TECHNCL SVC	\$0	\$1,000	\$0	\$1,000
EMPLOYEE TRAINING COURSES	\$978	\$3,600	\$5,858	\$4,000
ADVERTISING			\$49	
OFFICE SUPPLIES	\$436	\$1,250	\$370	\$750
PRINTING & STATIONERY	\$0	\$250	\$0	
COMPUTER SUPPLIES	\$0	\$400	\$0	



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
OFFICE FURNITURE NOT CAPITALIZ	\$1,000	\$2,000	\$0	\$2,000
COMPUTER EQUIPMENT NOT CAPITAL	\$964	\$0	\$565	
MAGAZINES,NEWS,SUBSCRIPTS	\$1,998	\$3,000	\$2,098	\$3,000
IN STATE TRAVEL	\$69		\$1,647	\$500
IN STATE CONFERENCES			\$280	\$1,000
OUT TRAVEL		\$1,700	\$0	\$4,000
OUT CONFER		\$1,100	\$0	\$4,000
DUES AND MEMBERSHIPS	\$624		\$948	\$1,500
Total ORDINARY MAINTENANCE:	\$6,069	\$15,600	\$11,815	\$21,750
Total Expense Objects:	\$211,086	\$287,967	\$239,316	\$312,268

Personnel Listing

FTE	GradeJob Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU7Deputy Director - Grants Development	7/1/2023	\$95,724	\$96,475
1	NU5Director of Grants and External Funds	7/1/2023	\$114,869	\$115,770
1	NU11Grant Writer	7/1/2023	\$77,616	\$78,225

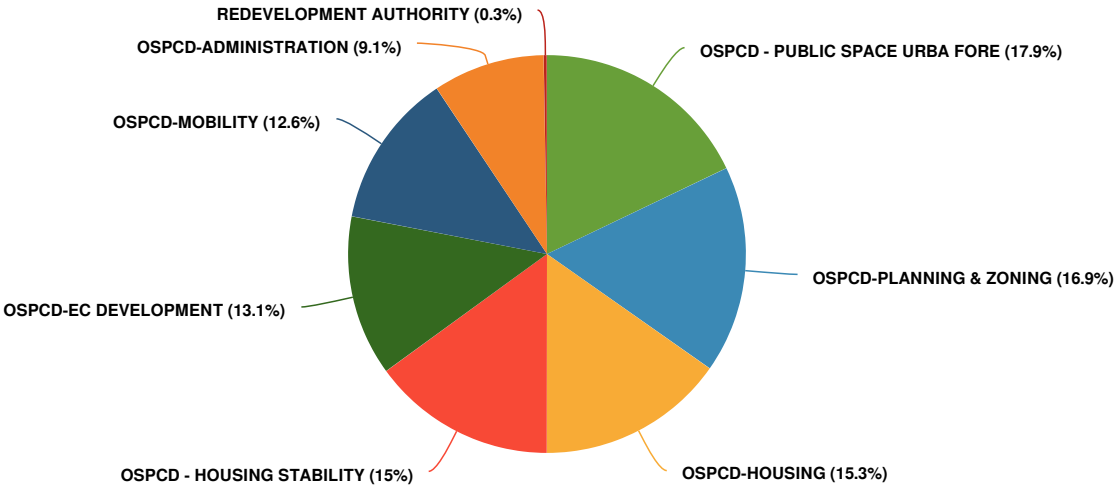


Office of Strategic Planning & Community Development

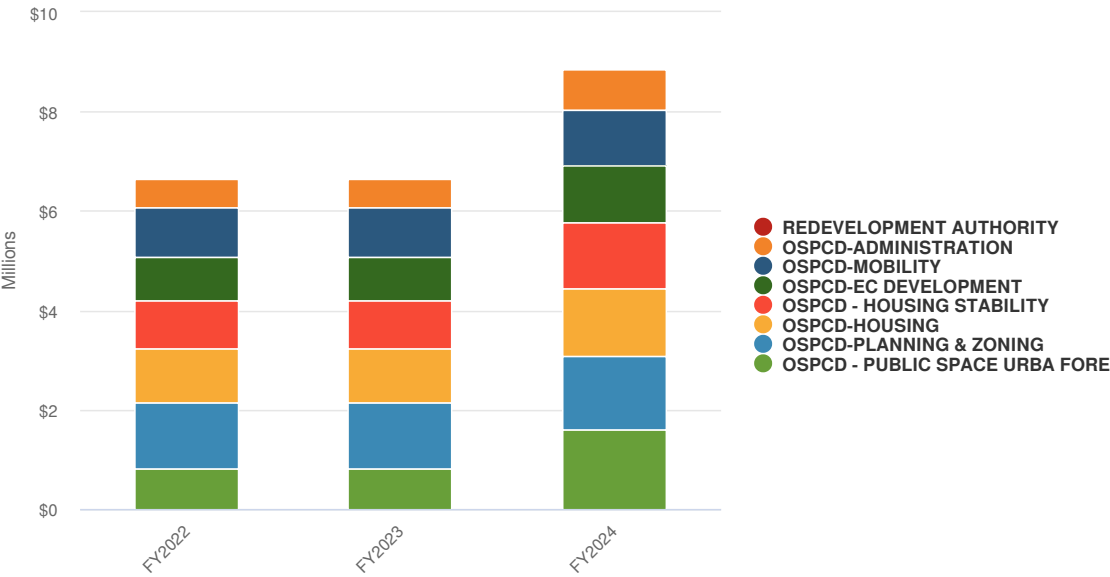
Thomas Galligani
Executive Director of OSPCD

Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Administration (OSPCD)

Thomas Galligani
Executive Director of OSPCD

The Mayor's Office of Strategic Planning and Community Development (OSPCD) is committed to making Somerville an even more exceptional place to live, work, play and raise a family by implementing the goals, policies, and actions of the SomerVision comprehensive plan. OSPCD seeks to enhance low and moderate income areas of the City, stimulate economic development, increase job opportunities, create future development opportunities, improve the City's neighborhoods, expand housing options, preserve and enhance Somerville's public space and urban forest and improve transportation access, with a focus on Somerville's long-term economic, environmental, and social quality of life.

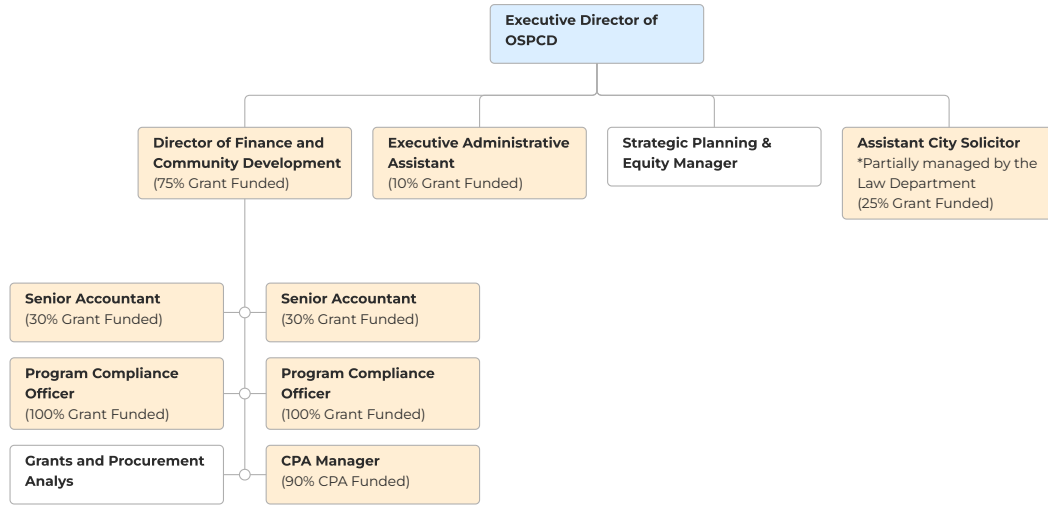
Expenditures Summary

\$806,020 **\$232,972**
(40.65% vs. prior year)

Administration (OSPCD) Proposed and Historical Budget vs. Actual



Organizational Chart



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Strengthen OSPCD's capacity to foster equitable development and to implement programs and initiatives that address racial and social inequities in the city	- Complete disparity study to determine if there are disproportionate barriers to doing business with the city for disadvantaged businesses and develop process and programming improvements to address the disparity, if present.
Goal 1.2: Strengthen OSPCD's capacity to foster equitable development and to implement programs and initiatives that address racial and social inequities in the city	- Implement the 2019 Internet Connectivity and Net Neutrality Working Group report to reduce the digital divide for Somerville's socially disadvantaged population.
Goal 1.3: Strengthen OSPCD's capacity to foster equitable development and to implement programs and initiatives that address racial and social inequities in the city	- Publish Anti-displacement Task Force report, including a set of recommendations to reduce the rate of displacement for key portions of the Somerville population so as to retain elements that comprise the fabric of community culture and identity. These include residents, small businesses, non-profits and creatives.
Goal 1.4: Strengthen OSPCD's capacity to foster equitable development and to implement programs and initiatives that address racial and social inequities in the city	- Implement CommonWealth Development Model by modifying City permitting and land disposition processes.
Goal 2: The admin team will work to streamline and expedite the contracting and invoicing process times from award date to execution date.	The team will work to reduce the average execution time of grant agreements to 45 days from the award date. The team will work to reduce invoice processing time to 30 days.
Goal 3: Continue to promote and support the number and diversity of projects funded through the Community Preservation Act.	- Increase applications received by 10%
Goal 4: Improve public access to information about permitted private development projects and public infrastructure projects	- Explore options and test web-based GIS dashboard identifying permitted development projects, those under review, and planned and ongoing public infrastructure projects

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1.1: Strengthen OSPCD's capacity to foster equitable development and to implement programs and initiatives that address racial and social inequities in the city	-Hire and integrate into OSPCD operations a Strategic Planning and Equity Manager who be responsible for coordinating efforts to incorporate fair housing into zoning, supervising outreach and efforts to grow involvement of BIPOC residents in community planning efforts, and implementing a racial and social justice lens to OSPCD initiatives	Complete
Goal 1.2: Strengthen OSPCD's capacity to foster equitable development and to implement programs and initiatives that address racial and social inequities in the city	-Incorporate fair housing metrics into the new zoning ordinance	In Progress
Goal 2: Continue to administer and disburse approximately \$3.5M in supplemental CARES act funding across the CDBG and ESG programs addressing Covid-19 related hardships in the area's of rental assistance, food security, workforce training, remote learning transitions, and other pandemic driven impacts	-Complete and close out existing contracts with our network of 16 local non-profits across 19 CARES Act contracts	Complete
Goal 3: Continue to promote and support the number and diversity of projects funded through the Community Preservation Act	-Increase applications received by 10%	Complete

Budget Detail

Personal Services Changes

Personal Services are projected to increase by 38% for FY24.

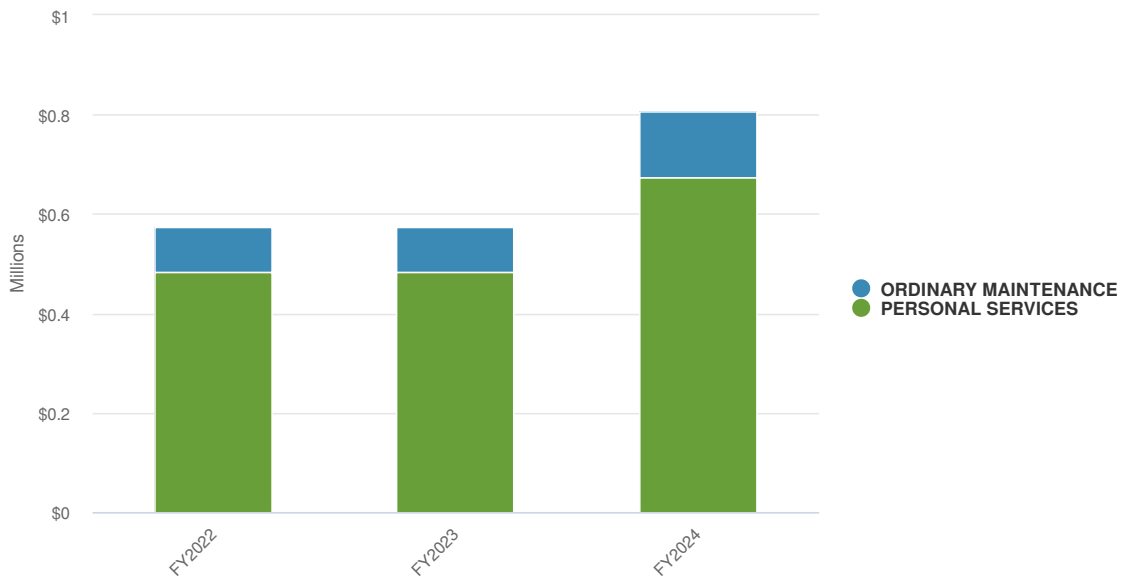
- Year over year changes reflect Non-Union salary step increases and grant allocation shifts
- The addition of a Grants and Procurement Analyst

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase 18% for FY24.

- The admin team continues to scale up in order to meet the needs of and support the staff operations growth of the overall OSPCD department over the last decade.
- The department continues to invest in staff development, training, and growth opportunities to minimize and reduce staff turnover and improve productivity and provide consistent services.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$429,141	\$485,954	\$431,199	\$660,416
SALARIES & WAGES TEMPOR'Y	\$5,756		\$76,326	\$9,600
HOLIDAYS NON-UNION	\$934	\$756	\$1,206	\$4,004
Total PERSONAL SERVICES:	\$435,832	\$486,710	\$508,731	\$674,020
ORDINARY MAINTENANCE				
MAINT CONTRACT-OFFC EQUIP	\$9,572	\$12,000	\$9,573	\$12,500
RENTAL - BUILDINGS				\$2,888
PROFESSIONL & TECHNCL SVC	\$2,250	\$15,000	\$349	\$11,785
LEGAL SERVICES	-\$15		\$0	
ADVERTISING	\$0	\$500	\$75	\$500
STAFF DEVELOPMENT	\$1,329	\$15,000	\$8,961	\$12,500
SOFTWARE SERVICES	\$0	\$15,000	\$5,546	\$14,800
POSTAGE	\$279	\$250	\$34	\$250
ADMINISTRATION COSTS	\$330	\$750	\$0	\$750
OFFICE SUPPLIES	\$4,908	\$8,500	\$6,945	\$8,500
PRINTING & STATIONERY			\$652	
OFFICE FURNITURE NOT CAPITALIZ	\$13,128	\$15,000	\$9,089	\$15,000
COMPUTER EQUIPMENT	\$20,601	\$10,000	\$3,071	\$10,000
FOOD SUPPLIES & REFRESHMT	\$500	\$100	\$259	\$428
ONLINE SUBSCRIPTION				\$200



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
MAGAZINES,NEWS,SUBSCRIPTS	\$1,755		\$0	
IN STATE TRAVEL	\$52	\$1,500	\$539	\$2,500
IN STATE CONFERENCES	\$1,083	\$2,500	\$8,733	\$4,000
OUT OF STATE TRAVEL	\$8,461	\$7,500	\$19,831	\$15,000
OUT OF STATE CONFERENCES	\$3,064	\$7,500	\$7,810	\$12,500
DUES AND MEMBERSHIPS	\$1,704	\$500	\$1,808	\$7,400
RECORDINGS	\$810	\$500	\$525	\$500
Total ORDINARY MAINTENANCE:	\$69,810	\$112,100	\$83,799	\$132,000
Total Expense Objects:	\$505,642	\$598,810	\$592,530	\$806,020

FY24 Professional & Technical Services

Project/Allocation	Estimate
On-Call Consulting/Ad Hoc Councilor Requests	\$ 15,000

Personnel Listing

FTE	Allocation %	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Compensation
1	75%	NU5	Assistant City Solicitor - Housing	7/1/2023	\$119,509	\$119,509
1	10%	NU8	CPA Manager	7/1/2023	\$91,895	\$91,895
1	25%	NU4	Director of Finance & Community Development	7/1/2023	\$126,355	\$126,355
1	90%	NU10	Executive Assistant	7/1/2023	\$82,436	\$82,436
1	100%	NU1	Executive Director of OSPCD	7/1/2023	\$151,541	\$151,541
1	100%	NU10	Grants & Procurement Analyst	8/1/2023	\$64,399	\$64,399
1	0%	NU11	Program Compliance Officer	7/1/2023	\$68,921	\$68,921
1	0%	NU11	Program Compliance Officer (PT 28Hrs)	8/1/2023	\$59,445	\$59,445
1	70%	NU9	Senior Accountant	7/1/2023	\$93,253	\$93,253
1	70%	NU9	Senior Accountant	7/1/2023	\$91,425	\$91,425
1	100%	NU6	Strategic Planning & Equity Manager	7/1/2023	\$101,355	\$101,355

General fund percent allocations included for informational purposes only. Positions are listed at their full salary regardless of funding source.



Planning, Preservation, & Zoning

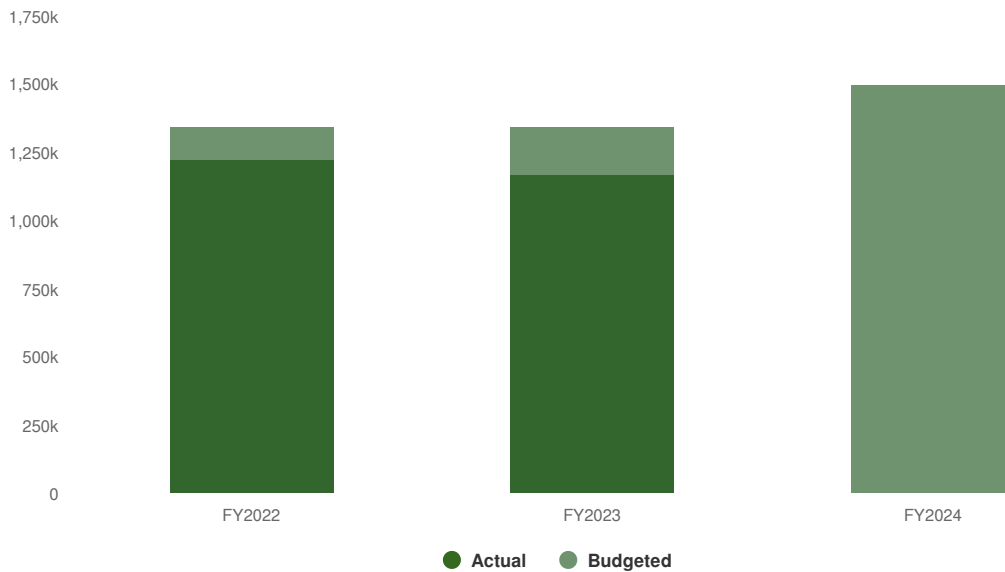
Sarah Lewis
Planning Director

The mission of the OSPCD Planning, Preservation, & Zoning division is to coordinate the long-range comprehensive growth for the city while protecting the unique built character and history of Somerville. We manage outreach and public engagement projects for infill and redevelopment plans from SomerVision through neighborhood planning to zoning, and we maintain the Somerville Zoning Ordinance to administer development review so proposals meet the City's goals of sustainability, diversity, opportunity, connectivity, and community.

Expenditures Summary

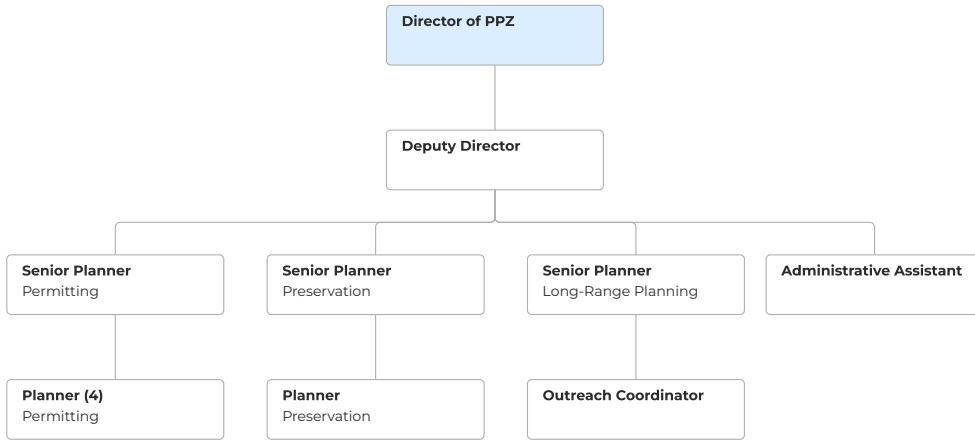
\$1,495,059 **\$154,254**
(11.50% vs. prior year)

Planning, Preservation, & Zoning Proposed and Historical Budget vs. Actual



Organizational Chart

Planning, Preservation, & Zoning



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Ensure that the Somerville Zoning Ordinance clearly establishes the City's expectation for development and reflects the vision and goals of SomerVision, Climate Forward, and Vision Zero.	N/A
1.1 Continue monthly collaboration with the City Council, through the Land Use Committee, to refine the ordinance by incorporating 2 major amendments to meet the MBTA Communities requirements and edits due to the adoption of stretch and specialized codes that support the City's Equity and Sustainability goals.	Number of zoning ordinance amendments passed
1.2 Work with the Councilors of Wards 1 and 2 to create zoning map amendments in Assembly Square and Brickbottom to implement the neighborhood vision plans and SomerVision goals.	Number of zoning map amendments passed in collaboration with Ward Councilors.
1.3 Maintain an online Zoning Ordinance platform that is interactive with custom search tools, built-in calculators, coordinated with the City's GIS system, and easier to navigate for property owners and/or applicant teams.	New platform calibrated and active online
Goal 2: Maintain and enhance the City's transparent, streamlined, fair, efficient, and effective permit review process	N/A
2.1. Continue to meet monthly with ISD and SomerStat to implement a user-friendly online system for permitting cases requiring zoning relief with a transparent interactive interface for City Staff and public-facing viewing capabilities to easily follow where a case is in the workflow.	A user-friendly online system with a transparent interface for staff and the public.
2.2. Continue review and permitting of large multi-building master plan projects – such as Boynton Yards, Middlesex Avenue, and McGrath Highway sites - to ensure continued growth and revenue opportunities for the City, and increase the capacity of the division to provide design feasibility assistance – whether from a zoning or preservation perspective - for small properties, local owners, and small businesses (groups that lack the resources to hire experts to assist them.	Number of large multi-building master plan projects reviewed and permitted.
2.3. Support all Boards and Commissions under division purview with timely scheduling of meetings and delivery of review materials, preparation of agendas and meeting minutes, and staff reports and decisions per state law.	Number of board meetings staffed, and cases processed.
Goal 3: Develop neighborhood plans based on community consensus, professional expertise, and fiscal responsibility that inform zoning and provide predictable design outcomes through the “Somerville by Design” process.	N/A
3.1 Increase the capacity of the division with an additional staff planner to better manage workload and provide the division resources to focus on long-range neighborhood planning work efforts.	Add additional planners.
3.2 Undertake a zoning study along the Broadway Corridor between Magoun and Ball Squares to study the parcels split by the municipal boundary with Medford (including the station area at the Ball Square Green Line station) to be completed by June 2024 in accordance with the grant requirements.	Coordinated zoning amendments proposed for Somerville and Medford
3.3 Undertake a major planning initiative for the Union East/Milk Square area to coordinate the Union Square Neighborhood Plan, the plans by Mass DOT for grounding McGrath Highway, and the Brickbottom Small Area Plan.	Union East/Milk Square coordinated planning initiative underway.
Goal 4: Celebrate, promote, and protect the important history and historic elements of Somerville.	N/A

4.1 Provide bi-weekly support to the Somerville Historic Preservation Commission for Local Historic Districts and Demolition Review proposals with timely scheduling of meetings and delivery of review materials, preparation of agendas and meeting minutes, and staff reports and decisions per state law.	Number of Somerville Historic Preservation Commission for modifications to Local Historic District properties and Demolition Review applications reviewed.
4.2 Meet monthly with OSE to study the adaptive re-use of existing buildings to benefit the environment and to provide our local communities with historically unique and updated residential and commercial spaces.	Create a list of potential projects for future pursuits.
4.3 Organize, arrange, and manage educational preservation activities to engage with a wider local audience, retaining but refreshing key core events (Flag Raising, Patriot's Day, & Preservation Month), and creating new programs that are inclusive of historically under-represented and "silenced" communities in Somerville's history.	Number of Preservation activities, events, and projects undertaken.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1.1: Continue close collaboration with the City Council, especially through the Land Use Committee, to refine the ordinance by incorporating amendments and new concepts that support the City's goals.	Number of zoning ordinance amendments passed.	In Progress
Goal 1.2: Work with the Ward Councilors to establish additional zoning map amendments as needed to implement neighborhood planning efforts and SomerVision goals.	Number of zoning map amendments passed in collaboration with Ward Councilors.	In Progress
Goal 1.3: Increase capacity of the division allowing one planner to become a city-wide land use policy coordinator ensuring that all policies related to zoning issues are correlated to avoid redundancy or internal conflicts.	Establish a planner position dedicated to maintaining the zoning ordinance and other land use policies while serving as a liaison to the Land Use Committee of the City Council.	Complete
Goal 2.1: Create and implement a user-friendly online system for proposals requiring Board Review with a transparent interface for City Staff and viewing capabilities for the public to understand the review process and easily follow where a project is in the workflow.	A user-friendly online system with a transparent interface for staff and the public.	Complete
Goal 2.2: Continue review and permitting (even remotely during the closure of City Hall) of large multi-building master plan projects – such as Boynton Yards, Middlesex Avenue, and McGrath Highway sites - to ensure continued growth opportunities for the City.	Number of large multi-building master plan projects reviewed and permitted.	In Progress
Goal 2.3: Support all Boards and Commissions under division purview with timely scheduling of meetings and delivery of review materials, preparation of agendas and meeting minutes, and staff reports and decisions.	Number of board meetings staffed, and cases processed.	In Progress
Goal 3.1: Develop a Station Area Plan for Ball Square in preparation of future zoning to permit additional development density at the forthcoming Green Line station.	Ball Square Station Area Plan developed.	In Progress
Goal 3.2: Undertake a major planning initiative for the Union East area to coordinate the Union Square Neighborhood Plan, the plans by Mass DOT for grounding McGrath Highway, and the BrickBottom Vision Plan.	Union East coordinated planning initiative underway.	On Hold
Goal 3.3: Prepare a Lower Broadway Infill Study to include improved multi-modal mobility connections to Assembly Square and the Sullivan Square MBTA Station.	Lower Broadway Infill Study completed.	Not Started
Goal 4.1: Provide support to the Somerville Historic Preservation Commission for Local Historic Districts and Demolition Review proposals.	Number of Somerville Historic Preservation Commission for modifications to Local Historic District properties and Demolition Review applications reviewed.	In Progress
Goal 4.2: Administer the CPA-funded Historic District Homeowner Small Grant Fund.	Dollars of CPA-funded grants administered.	In Progress
Goal 4.3: Organize, arrange, and manage educational preservation activities, awards and celebrations of historic events, and outreach projects.	Number of Preservation activities, events, and projects undertaken.	In Progress

Budget Detail

Personal Services Changes

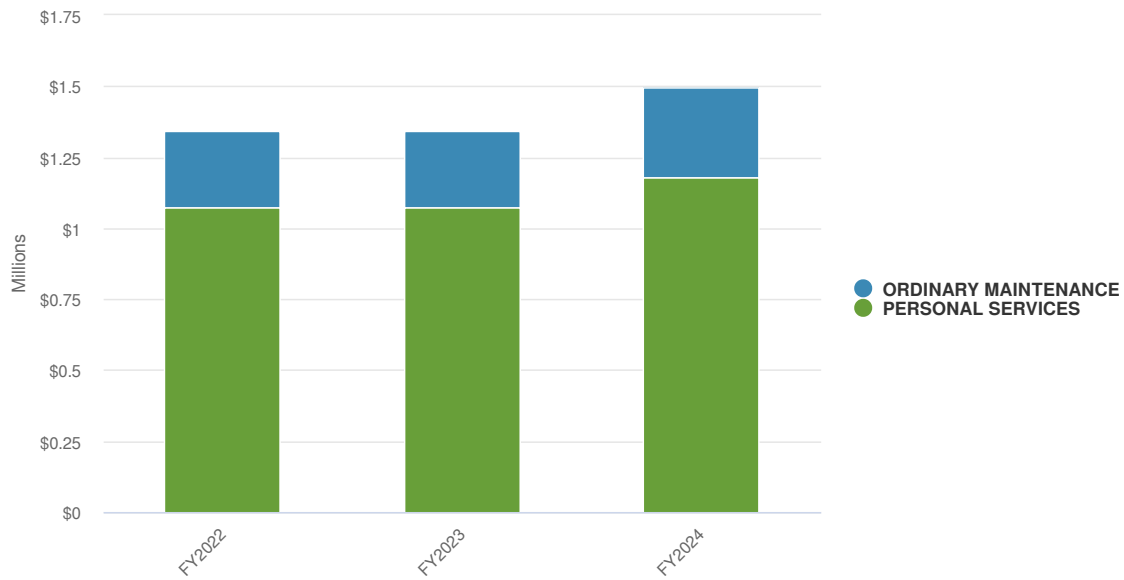
Personal Services increased 2.8% for FY24 due to salary step increases.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to decrease 9.5% in FY24 due mainly to completed implementation of Encode software with the Clerks department.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$917,431	\$964,911	\$933,893	\$1,054,178
SALARIES - MONTHLY	\$67,524	\$78,422	\$76,192	\$78,923
SALARIES & WAGES TEMPOR'Y	\$989	\$40,000	\$28,210	\$40,000
HOLIDAYS NON-UNION	\$6,658	\$1,855	\$1,855	\$8,278
Total PERSONAL SERVICES:	\$992,602	\$1,085,188	\$1,040,151	\$1,181,379
ORDINARY MAINTENANCE				
RENTAL - BUILDINGS	\$0	\$500	\$0	\$500
RENTAL - TABLES & CHAIRS	\$0	\$100	\$0	\$100
PROFESSIONL & TECHNCL SVC	\$197,059	\$261,520	\$99,439	\$234,198
ADVERTISING	\$295	\$3,000	\$0	\$3,000
SOFTWARE	\$14,693	\$72,000	\$14,494	\$63,000
CUSTODIAL DETAIL			\$130	
POSTAGE	\$0	\$100	\$3,834	\$100
SUPPLIES	\$319	\$250	\$19	\$250
PRINTING & STATIONERY	\$250	\$2,680	\$207	\$2,680
OFFICE FURNITURE NOT CAPITALIZ			\$2,795	
BOOKS & BOOKBINDING			\$595	\$261
FOOD SUPPLIES & REFRESHMT	\$87	\$100	\$0	\$100
ONLINE SUBSCRIPTION	\$3,645	\$5,000	\$4,214	\$7,300
DUES AND MEMBERSHIPS	\$521	\$1,500	\$992	\$2,041

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
RECORDINGS	\$105	\$150	\$0	\$150
Total ORDINARY MAINTENANCE:	\$216,973	\$346,900	\$126,718	\$313,680
Total Expense Objects:	\$1,209,575	\$1,432,088	\$1,166,869	\$1,495,059

FY24 Professional & Technical Services

Project/Allocation	Estimate
Broadway/Ball Square Plan	\$ 75,000
USQ East/Milk Square Plan	\$ 100,000
Zoning Amendments	\$ 10,000
Plan Completions	\$ 50,000

Personnel Listing

FTE Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	1200 Employee (Historic Events Planner)	7/1/2023	\$40,000	\$40,000
1	NU12 Administrative Assistant Non-Union	7/1/2023	\$58,583	\$59,043
	Appeals Board Alternate	7/1/2023	\$2,972	\$2,972
	Appeals Board Alternate	7/1/2023	\$2,972	\$2,972
	Appeals Board Member	7/1/2023	\$5,944	\$5,944
	Appeals Board Member	7/1/2023	\$5,944	\$5,944
	Appeals Board Member	7/1/2023	\$5,944	\$5,944
	Appeals Board Member	7/1/2023	\$2,972	\$2,972
	Appeals Board Member Chair	7/1/2023	\$6,224	\$6,224
1	NU6 Deputy Director of Planning & Zoning	7/1/2023	\$111,904	\$112,782
1	NU4 Director Planning And Zoning	7/1/2023	\$126,355	\$127,347
	MPO Representative	7/1/2023	\$10,000	\$10,000
1	NU11 Outreach Coord Plan & Zoning	7/1/2023	\$67,570	\$68,100
1	NU9 Planner	7/1/2023	\$86,151	\$86,827
1	NU9 Planner	7/1/2023	\$86,151	\$86,827
1	NU9 Planner	7/1/2023	\$86,151	\$86,827
1	NU9 Planner	7/1/2023	\$81,182	\$81,819
	Planning Board Alternate	7/1/2023	\$2,972	\$2,972
	Planning Board Alternate	7/1/2023	\$2,972	\$2,972
	Planning Board Member	7/1/2023	\$5,944	\$5,944
	Planning Board Member	7/1/2023	\$5,944	\$5,944
	Planning Board Member	7/1/2023	\$5,944	\$5,944
	Planning Board Member	7/1/2023	\$5,944	\$5,944
	Planning Board Member Chair	7/1/2023	\$6,224	\$6,224
1	NU7 Senior Planner	7/1/2023	\$92,007	\$92,729
1	NU7 Senior Planner	7/1/2023	\$99,591	\$100,372
1	NU7 Senior Planner	7/1/2023	\$97,638	\$98,404



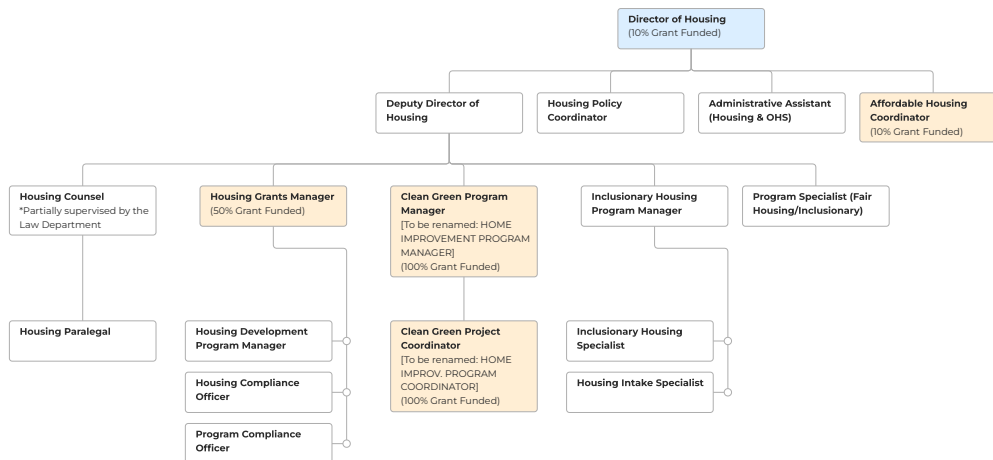
Housing

Michael Feloney
Director of Housing

The Housing Division is responsible for delivering safe, affordable, and sustainable housing for Somerville residents. In serving this mission, it has administered programs and/or funding for Affordable Rental and Homeownership Opportunities (known as Inclusionary Housing) and home improvement programs (HIPs) for Heat System Replacement and Housing Rehab, Lead Paint Abatement, and Residential Energy Efficiency efforts. The Division is in the process of redesigning those separate improvement programs into a single one (the Somerville Clean Green Housing Program) that focuses on housing improvements that also advance the City's Climate Forward Action Plan. Along with conducting compliance and monitoring work for all these efforts, Division staff members also support three boards and commissions and serve as a liaison to the Balance of State Continuum of Care (CoC), which provides services and housing for homeless individuals and families.

Organizational Chart

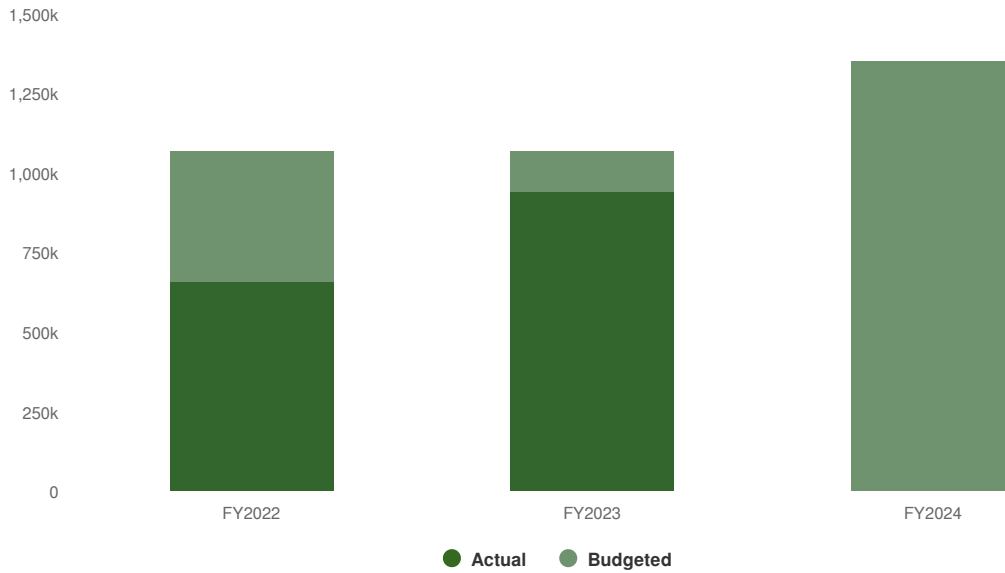
OSPCD Housing Chart



Expenditures Summary

\$1,353,253 **\$280,258**
(26.12% vs. prior year)

Housing Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Resume preservation through acquisition efforts: 100 Homes program had averaged roughly 10 units per year over the program's first 5 years of operation.
Goal 1.2: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Identify and address lead hazards in 25 housing units through lead paint program redesigned to continue with CDBG funding (following close-out of HUD-funded lead grant).
Goal 1.3: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Reach at least 20 housing units through the Heat System Replacement and Rehab program.
Goal 1.4: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Support implementation of the Rental Building and Energy Efficient Standards Initiative (RBEES) ordinance
Goal 2.1: Promote mixed-use, mixed-income transit-oriented development (TOD) to provide new housing and employment options	-Fund at least one new mixed-use, mixed-income construction project to generate an estimated 30 to 35 housing units.
Goal 2.2: Promote mixed-use, mixed-income transit-oriented development (TOD) to provide new housing and employment options	-Support work by the Somerville Community Land Trust to address racial disparities in home mortgages, including through programs like Boston's One+ program to increase assistance for first-time and low-income home buyers
Goal 3.1: Mitigate displacement of low and moderate income residents by retaining existing affordable stock and by policies that allow residents to remain in Somerville	-Complete Phase 2, Community Engagement, and Phase 3, Implementation, of the consolidated waitlist for affordable rental housing initiative.
Goal 3.2: Mitigate displacement of low and moderate income residents by retaining existing affordable stock and by policies that allow residents to remain in Somerville	-Continue implementation of changes to zoning brought about by the December 2019 zoning overhaul

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1.1: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Expand preservation through acquisition efforts: Complete redesign and launch of the initiative formerly known as 100 Homes.	In Progress
Goal 1.2: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Complete design, promotion and implementation of Clean Green Somerville program, which will help advance both climate action goals and initiatives.	In progress
Goal 1.3: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Support implementation of the Rental Building and Energy Efficient Standards Initiative (RBEES) ordinance	In Progress
Goal 2.1: Promote mixed-use, mixed-income transit-oriented development (TOD) to provide new housing and employment options	-Fund at least one new mixed use, mixed-income construction project to generate an estimated 30 to 35 housing units	Ongoing
Goal 2.2: Promote mixed-use, mixed-income transit-oriented development (TOD) to provide new housing and employment options	-Support work by the Somerville Community Land Trust to address racial disparities in home mortgages, including programs like Boston's One+ program to increase assistance for first-time and low-income home buyers	Ongoing
Goal 3.1: Mitigate displacement of low and moderate income residents by retaining existing affordable stock and by policies that allow residents to remain in Somerville	-Complete Phase 2, Community Engagement and Phase 3, Implementation of the consolidated waitlist for affordable rental housing	In Progress
Goal 3.2: Mitigate displacement of low and moderate income residents by retaining existing affordable stock and by policies that allow residents to remain in Somerville	-Complete implementation of changes to zoning brought about by the December 2019 zoning overhaul; remaining measures include posting the 3rd unit-in-NR districts policy and posting rent, homeownership, and fractional payment calculations	Complete

Budget Detail

Personal Services Changes

Personal Services are projected to increase 23.5% for FY24.

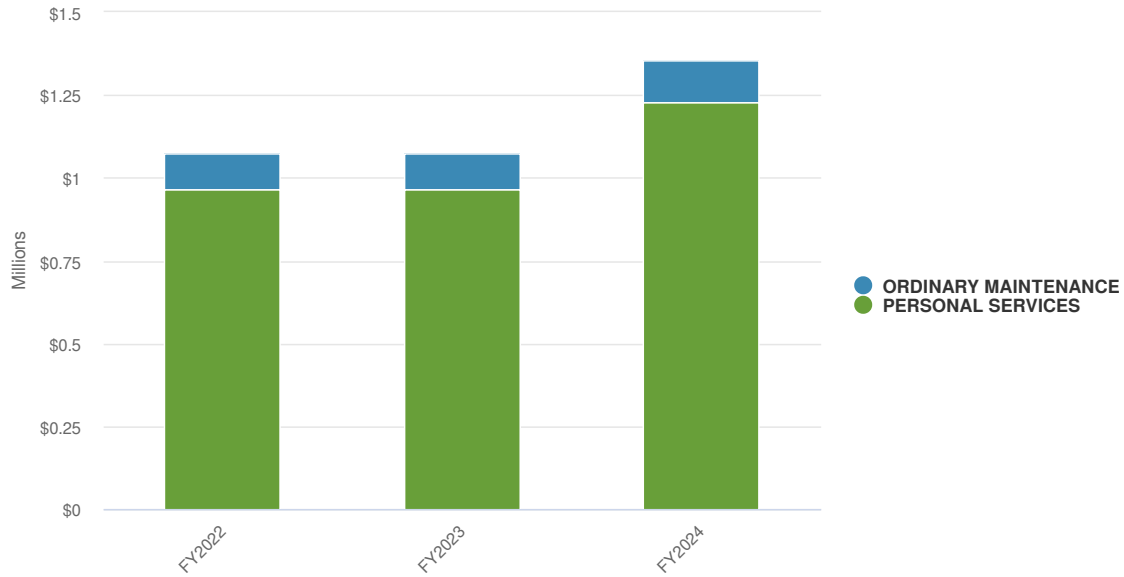
- Addition of stand alone Housing Counsel position
- Non-Union salary step increases
- Grant allocation shifts

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase 15% in FY24 for general cost escalation for waitlist and housing production consultancy services and temp staffing costs.

- Main program areas of focus will include continuing work on:
 - Consolidated Waitlist implementation
 - Housing acquisition program refinement
 - ARPA project(s) delivery and implementation

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$608,200	\$960,377	\$844,060	\$1,116,891
SALARIES - MONTHLY	\$17,988	\$19,260	\$16,080	\$19,260
SALARIES & WAGES TEMPOR'Y	\$3,675	\$9,600	\$39,413	\$51,600
HOLIDAYS NON-UNION	\$2,540	\$1,740	\$2,164	\$9,652
Total PERSONAL SERVICES:	\$632,403	\$990,977	\$901,717	\$1,197,403
ORDINARY MAINTENANCE				
PROFESSIONL & TECHNCL SVC	\$21,526	\$105,000	\$31,391	\$109,853
ADVERTISING	\$0	\$500	\$176	\$500
TRANSLATION SERVICES			\$748	\$1,750
POSTAGE	\$0	\$250	\$0	\$250
EXPRESS/FREIGHT				\$147
PRINTING & STATIONERY	\$31	\$0	\$1,076	\$500
OFFICE EQUIPMENT NOT CAPITALIZ			\$0	\$2,000
OFFICE FURNITURE NOT CAPITALIZ			\$2,947	
COMPUTER EQUIPMENT	\$5,000		\$0	
FOOD SUPPLIES & REFRESHMT	\$0	\$100	\$91	\$200
ONLINE SUBSCRIPTION	\$750		\$750	\$1,000
UNIFORMS	\$375	\$150	\$361	\$1,500
IN STATE TRAVEL	\$0	\$200	\$0	
DUES AND MEMBERSHIPS	\$5,850	\$750	\$5,100	\$6,150

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Total ORDINARY MAINTENANCE:	\$33,531	\$106,950	\$42,640	\$123,850
Total Expense Objects:	\$665,935	\$1,097,927	\$944,357	\$1,321,253

FY24 Professional & Technical Services

Project/Allocation	Estimate
Inclusionary Waitlist	\$ 105,000
Temp Staffing	\$ 5,000

Personnel Listing

	NU5	(NEW) Housing Counsel	10/1/2023	\$81,035	\$81,035
		1200 Employee (OSPCD Admin)	7/1/2023	\$9,600	\$9,600
	NU12	Administrative Assistant Non Union	7/1/2023	\$56,308	\$56,308
	NU10	Affordable Housing Coordinator	7/1/2023	\$74,665	\$75,200
	NU7	Clean Green Program Manager	8/1/2023	\$84,214	\$84,214
	NU11	Clean Green Project Coordinator	7/1/2023	\$74,602	\$75,200
	NU9	Clean Green Project Manager	7/1/2023	\$91,425	\$92,000
		Condo Rev Board Member	7/1/2023	\$3,816	\$3,816
		Condo Rev Board Member	7/1/2023	\$3,816	\$3,816
		Condo Rev Board Member	7/1/2023	\$3,816	\$3,816
		Condo Rev Board Member	7/1/2023	\$3,816	\$3,816
		Condo Rev Board Member Chair	7/1/2023	\$3,996	\$3,996
	NU5	Deputy Director of Housing	8/1/2023	\$99,075	\$99,075
90%	NU4	Director of Housing	7/1/2023	\$126,355	\$127,000
	NU11	Housing Compliance Officer	7/1/2023	\$67,570	\$68,000
	NU8	Housing Development Program Manager	7/1/2023	\$90,093	\$90,093
50%	NU7	Housing Grants Manager	7/1/2023	\$97,638	\$98,400
	NU12	Housing Intake Specialist	7/1/2023	\$54,122	\$54,122
	NU9	Housing Policy Coordinator	7/1/2023	\$86,151	\$86,151
	NU9	Inclusionary Housing Program Manager	7/1/2023	\$84,462	\$85,000
	NU11	Inclusionary Housing Specialist	7/1/2023	\$68,921	\$69,400
	NU11	Paralegal	7/1/2023	\$67,570	\$68,000
	NU11	Program Compliance Officer	7/1/2023	\$67,570	\$68,000
	NU11	Program Specialist	7/1/2023	\$67,570	\$68,000

General fund percent allocations included for informational purposes only. Positions are listed at their full salary regardless of funding source.

Housing Stability



Ellen Shachter
Office of Housing Stability

To prevent the involuntary displacement of Somerville tenants and small property owners who face eviction or are at other risk of losing their housing; to rehouse those without stable housing or who otherwise need to relocate; and to support the enactment of policies and the creation of programs to combat displacement and enhance tenants' rights.

Expenditures Summary

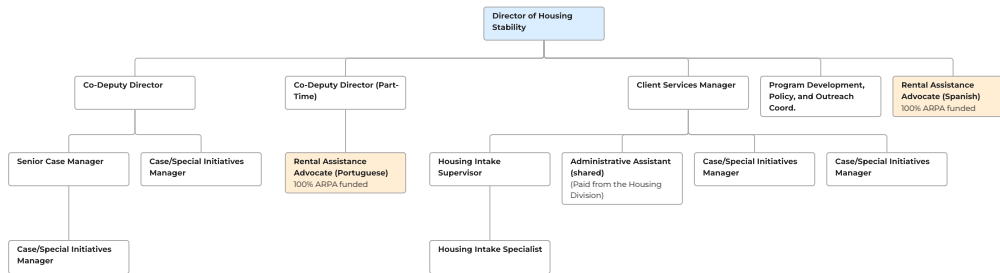
\$1,328,498 **\$337,941**
(34.12% vs. prior year)

Housing Stability Proposed and Historical Budget vs. Actual



Organizational Chart

OSPCD - Office of Housing Stability



FY24 Goals & Measures of Progress

Goal	Measure of Progress
<p>Goal 1: Assist Somerville tenants, landlords, homeowners, and city/community service providers with housing-related matters by providing advice, case management, and advocacy to prevent eviction/displacement and ensure housing stability; ensure service to those who have been historically underinvested.</p>	<ul style="list-style-type: none"> ◦ Directly serve at least 800 households ◦ Work with SOIA, the School Department, and others to ensure appropriate access to services for LEP families. ◦ Expand OHS capacity to provide case management to clients facing housing instability that are non-English speakers ◦ Work in coalition with housing and homelessness prevention providers to share information and coordinate access to services and funds to minimize the number of Somerville tenants who are evicted ◦ Refine and codify case management and client service protocols ◦ Monitor contracts for housing search, legal assistance, tenant education and outreach, Flex/SomerVIP; Flex-ARPA and launch the Municipal Voucher Program
<p>Goal 2: Distribute information and provide workshops about landlord/tenant rights and responsibilities, and resources available to assist at-risk tenants and homeowners including but not limited to services available through the Office of Stability.</p>	<ul style="list-style-type: none"> ◦ Implement communications improvements such as creation of an OHS newsletter; use of Mail Chimp to facilitate more regular communication with residents; more frequent updating of the OHS webpage; and expansion of community-based outreach efforts. ◦ Host a minimum of 7 outreach events and four (4) workshops/training events with and/or in addition to those initiated under contract by non-profit providers ◦ Provide technical support to CAAS organizers and participate in tenant meetings/trainings as requested by CAAS ◦ Do one City-wide mailing to update Somerville residents about new and existing tenant rights and responsibilities and to enhance residents' awareness about housing related resources and services

<p>Goal 3: Work toward the passage and implementation of policies and programs that increase the supply of affordable housing, target more resources to those at imminent risk of displacement, and enhance tenants' rights.</p>	<ul style="list-style-type: none"> ◦ Identify priorities for local policy initiatives to prevent or reduce displacement through active participation in the Anti-Displacement Task Force and the Residential Displacement Committee, assist with development of a home rule petition for rent stabilization ◦ Pursue state legislative strategies including: participation in the Executive Committee developing and seeking funding for a new State housing "bridge subsidy" for at-risk seniors; participation on the steering/advisory committees of the statewide coalition for a real estate transfer fee; right to counsel; and eviction record sealing. ◦ In partnership with the Mayors' Office, members of the City's Emergency Preparedness team, and other relevant partners, further refine the City's protocols for responding to the displacement and temporary homelessness caused by fires, floods, and other crises or emergencies, including creation of a short-term emergency hotel stay program.
<p>Goal 4: Launch an initial implementation of the Municipal Voucher Program</p>	<p>At least fifteen households have received municipal vouchers and/or entered into leases with their vouchers; and work with the Housing Division to project base (or have clear plans for project-basing) at least six MVP voucher subsidies.</p>

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Assist Somerville tenants, landlords, homeowners, and city/community service providers with housing-related matters by providing advice, case management, and advocacy to prevent eviction/displacement and ensure housing stability; ensure service to those who have been historically underinvested.	<ul style="list-style-type: none"> ◦ Provided direct service to over 1500 households in FY23 ◦ Expanded legal assistance for residents on housing matters through contracts with CASLS, and De Novo Center for Justice and Healing ◦ Established Flex-ARPA fund for preventing evictions ◦ Renewed and expanded contracts with CAAS for housing search and tenant education and organizing ◦ Employed four temporary bilingual rental assistance/housing advocates 	Complete
Goal 2: Distribute information and provide workshops about landlord/tenant rights and responsibilities, and resources available to assist at-risk tenants and homeowners.	<ul style="list-style-type: none"> ◦ Participated in 36 outreach and/or training events in FY23 ◦ Created and translated new Housing Stability Notification Act (HSNA) documents in multiple languages ◦ Sent out a city-wide mailer with information about new tenant rights and resources for tenants and low-income homeowners 	Complete
Goal 3: Work toward the passage and implementation of policies and programs that increase the supply of affordable housing, target more resources to those at imminent risk of displacement, and enhance tenants' rights.	<ul style="list-style-type: none"> ◦ Filed revised transfer fee enabling legislation and act as part of the core leadership teams of the Transfer Fee, Access to Counsel and Eviction Record Sealing Coalitions ◦ Serve as member of a statewide coalition convened by the Mass. Coalition for the Homeless to create a new program of bridge housing subsidies for at-risk seniors ◦ Assisted in defense of Somerville's Condo Conversion Ordinance, developed and implemented the new Flex-ARPA program, and started the Zoning and Fair Housing Task Force which has been reconfigured as part of the City's Anti-Displacement Task Force 	Complete

<p>Goal 4: Propose, design, and work toward launching municipal voucher program targeted to families ineligible for federal housing programs.</p>	<ul style="list-style-type: none"> ◦ Designed the program components of the Municipal Voucher Program (MVP) ◦ Received a commitment of funding for the initial five year phase of the MVP ◦ Drafted and released a request for proposals for administration of the voucher program and housing search and stabilization support services ◦ Selecting vendors to launch program implementation ◦ Started an Advisory Board to make policy decisions around 	<p>Complete</p>
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Budget Detail

Personal Services Changes

Personal Services are projected to increase 19.6% for FY24.

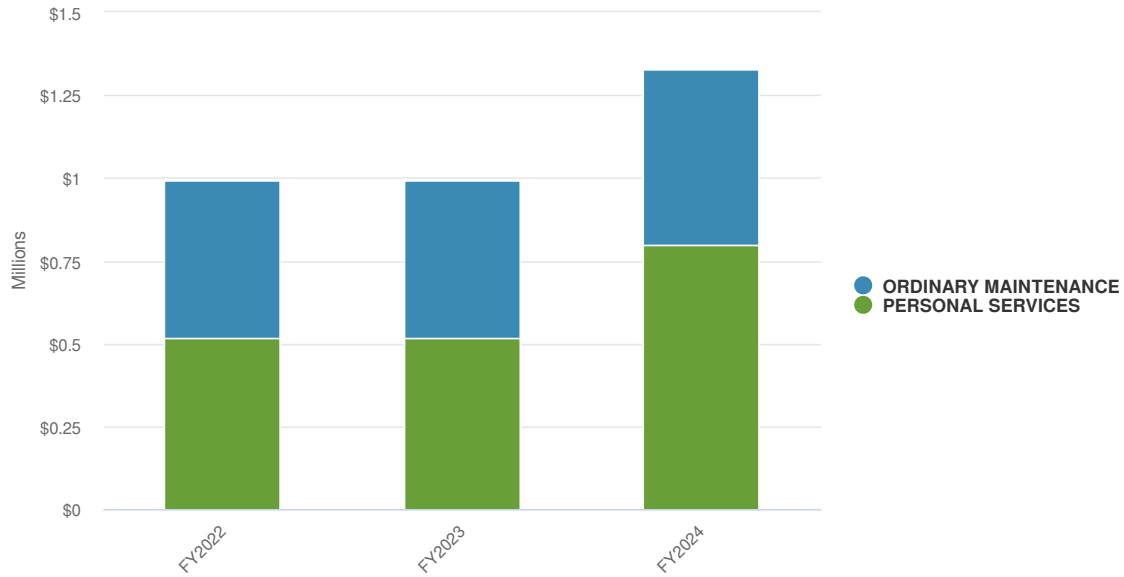
- New Program Development, Policy and Communications Coordinator
- New Senior Case Manager
- Current Staffing Step increase

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to decrease by approximately 5.6% for FY24.

- Modest increases in contracted services (Legal Services for Tenants, Housing Search, Tenant Organizing)
- Decreases in funding for communications and eviction data due to new FY24 staffing and increased ability to obtain eviction data from other sources

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$440,998	\$667,233	\$632,042	\$792,188
SALARIES & WAGES TEMPOR'Y			\$1,847	
HOLIDAYS NON-UNION	\$2,646	\$1,198	\$1,301	\$7,310
Total PERSONAL SERVICES:	\$443,644	\$668,431	\$635,190	\$799,498
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$330,169	\$395,000	\$356,191	\$487,000
LEGAL SERVICES	\$77,216	\$90,000	\$13,869	
ADVERTISING	\$0	\$1,500	\$189	\$1,500
SOFTWARE SERVICES	\$0	\$2,500	\$0	\$2,500
TRANSLATION SERVICES	\$2,254	\$10,000	\$4,290	\$10,000
POSTAGE	\$0	\$20,000	\$0	\$20,000
OFFICE SUPPLIES	\$302	\$2,500	\$0	\$1,000
PRINTING & STATIONERY		\$0	\$1,095	\$3,000
PHOTOCOPYING	\$0	\$250	\$0	\$250
OFFICE EQUIPMENT NOT CAPITALIZ	\$0	\$500	\$0	\$500
OFFICE FURNITURE NOT CAPITALIZ			\$935	
FOOD SUPPLIES & REFRESHMT	\$0	\$500	\$34	\$500
PROMOTIONAL MATERIALS			\$324	
IN STATE TRAVEL	\$0	\$1,500	\$0	\$1,000
IN STATE CONFERENCES			\$0	\$500



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
DUES AND MEMBERSHIPS	\$0	\$750	\$0	\$750
RECORDINGS			\$0	\$500
Total ORDINARY MAINTENANCE:	\$409,941	\$525,000	\$376,927	\$529,000
Total Expense Objects:	\$853,586	\$1,193,431	\$1,012,117	\$1,328,498

FY24 Professional & Technical Services

Project/Allocation	Estimate
Flex/SomerVIP	\$220,000
Housing Search	\$67,000
Tenant Outreach	\$70,000
Resident Legal Services	\$94,873

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU9	(NEW) Program Development, Policy, and Outreach Coordinator	10/1/2023	\$60,776	\$61,253
1	NU10	(NEW) Senior Case Manager	1/1/2024	\$34,987	\$35,261
1	NU11	Case Manager	7/1/2023	\$67,570	\$68,110
1	NU11	Case Manager/Special Initiatives Manager	7/1/2023	\$67,570	\$68,110
1	NU11	Case Manager/Special Initiatives Manager	7/1/2023	\$67,570	\$68,110
1	NU11	Case Manager/Special Initiatives Manager	7/1/2023	\$67,570	\$68,110
1	NU9	Client Services Manager	7/1/2023	\$84,462	\$85,125
1	NU8	Deputy Director of Housing Stability (PT 22Hrs)	7/1/2023	\$49,552	\$49,552
1	NU8	Deputy Director of Housing Stability (PT 18Hrs)	7/1/2023	\$40,542	\$40,542
1	NU4	Director of Housing Stability	7/1/2023	\$128,883	\$129,894
1	NU12	Housing Intake Specialist	7/1/2023	\$57,434	\$57,885
1	NU11	Housing Intake Supervisor	7/1/2023	\$67,570	\$68,100



Economic Development



Rachel Nadkarni

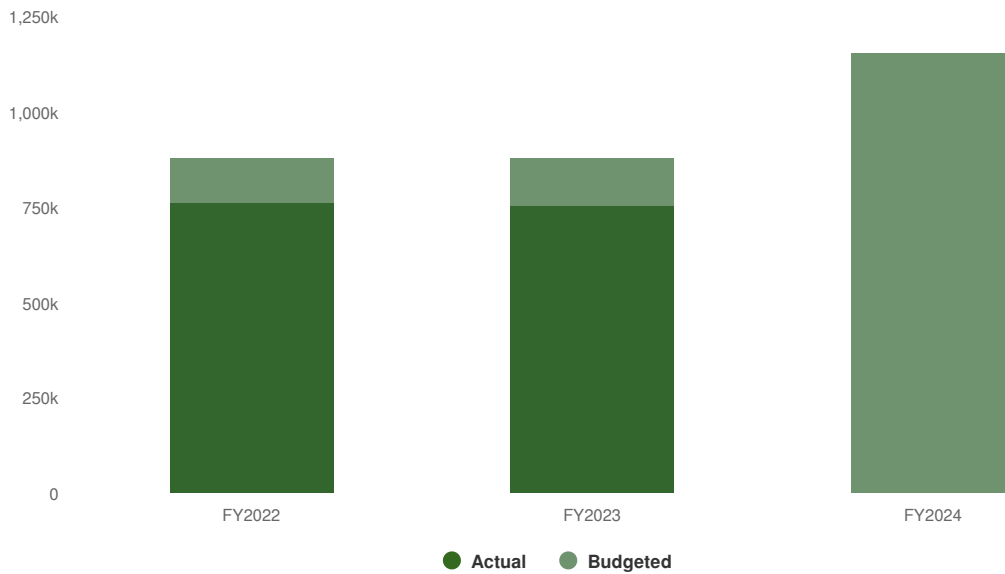
Director of Economic Development

The Economic Development Division fosters the growth of a resilient and equitable economic base in Somerville by facilitating the creation of good jobs, preparing Somerville's workforce for the jobs of today and tomorrow, stimulating the growth of new and existing businesses and expanding the commercial tax base. The Division pursues this mission within three core strategy areas: real estate development, workforce development, and business development.

Expenditures Summary

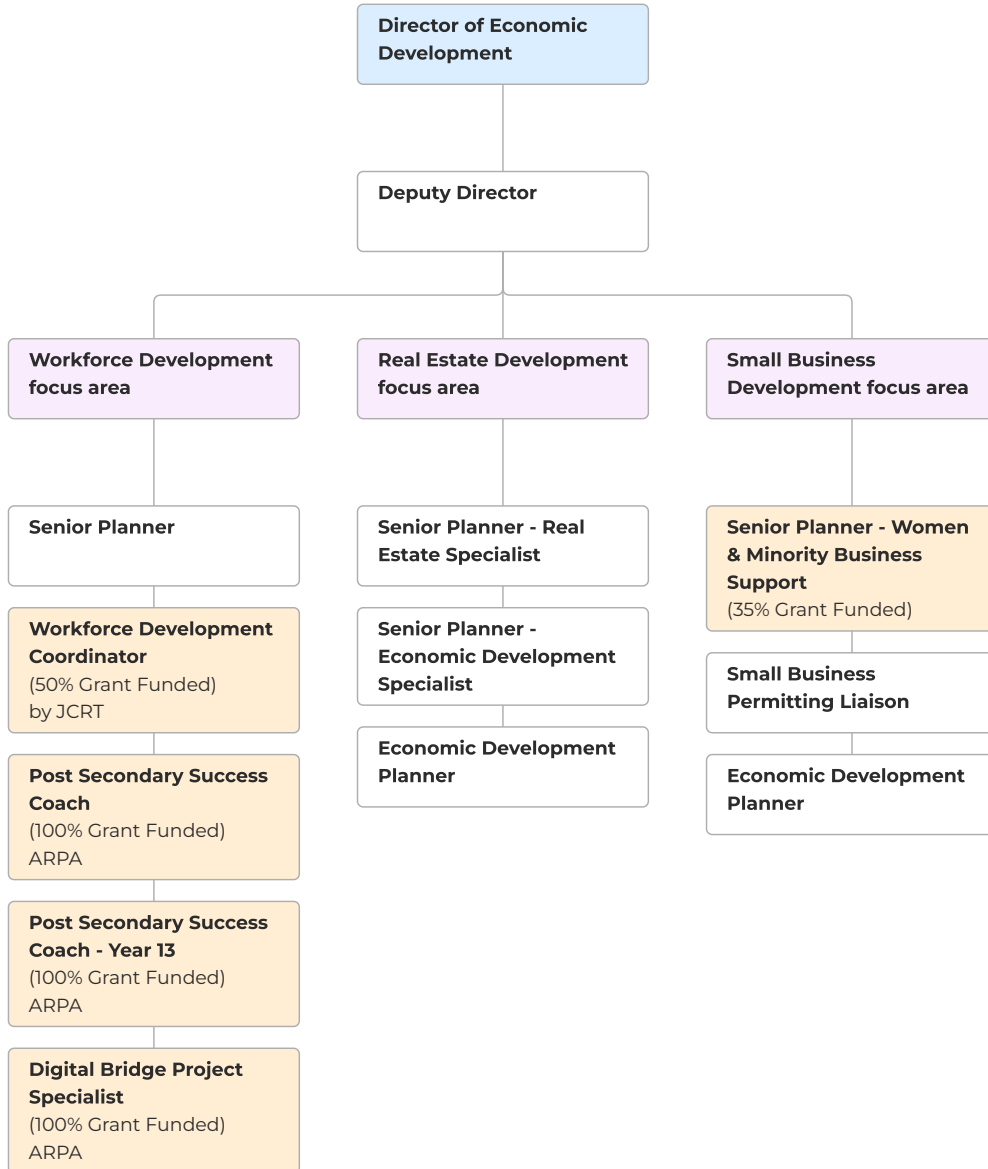
\$1,157,520 **\$277,164**
(31.48% vs. prior year)

Economic Development Proposed and Historical Budget vs. Actual



Organizational Chart

Economic Development Organizational Chart



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Support the implementation of SomerVision and related neighborhood plans	
Goal 1.1: Stimulate development in the transform and enhance areas outlined in SomerVision to increase vitality, grow job opportunities, and expand the commercial tax base	Collaborate with City departments and approved development partners on implementing project conditions. Advance Public Realm Implementation Strategy for Boynton Yards (PRISBY) and the District Improvement Financing Plan for the Boynton Yards neighborhood. Coordinate public-private investments in infrastructure in Union Square, Boynton Yards, Brickbottom, and Innerbelt districts.
Goal 1.2: Advance redevelopment of blighted properties and properties owned by the City of Somerville or Somerville Redevelopment Authority	Prepare a disposition study for City-owned properties. Implement the Winter Hill Urban Renewal Plan, Gilman Square Neighborhood Plan, 90 Washington Street Demonstration Project Plan, and the Armory Master Plan, in coordination with the Somerville Redevelopment Authority where appropriate.
Goal 2: Support residents in advancing their career goals	
Goal 2.1: Invest in the talents, skills, and education of residents to support growth and provide opportunities to residents of all social and economic levels as outlined in the Somerville Talent Equity Playbook	Invest in career advancement trainings for Somerville residents including industry specific trainings, contextualized education for adults, English Language Learners. Additionally invest in wrap around supports that allow for career growth – stipends during trainings, expanding childcare, and supporting nonprofit partners who provide workforce development. Collaborate with training partners to track participation, completion, and job placement following participation in workforce development programs.
Goal 2.2: Offer exposure opportunities to new and growing sectors of the economy.	Collaborate with Somerville Public Schools and Somerville Public Library to expand programming at FabVille community makerspace (located at Somerville High School and West Branch Library). Collaborate with nonprofit and private sector partners to connect residents, particularly youth, with emerging fields.
Goal 2.3: Pilot coaching for Somerville High School graduates in their transition to post-secondary education and early careers.	Use ARPA funding in FY24 to hire two coaches to assist Somerville High School graduates in their transition to community college, four-year colleges, and into the workforce. Support to focus on first generation students and those still determining their first post-secondary step.
Goal 3: Expand local business support beyond Covid recovery	
Goal 3.1: Support local business districts	Provide financial support for Main Streets organizations. Provide ongoing staff liaisons to the Main Streets organizations. Utilize ARPA funds to develop marketing materials for Somerville's squares and business districts.
Goal 3.2: Support local small businesses with broader technical assistance	Utilize ARPA resources in FY24 to pilot new technical assistance offerings. Expand staff support with regular permitting office hours.
Goal 3.3: Develop tools to combat commercial displacement	Identify available tools to address commercial displacement. Initiate an anti-displacement committee for businesses and small nonprofit enterprises.
Goal 4: Expand targeted support for disadvantaged Somerville businesses	

Goal 4.1: Develop and implement programs to support minority and disadvantaged business owners: women-owned businesses (WBE); Black, Indigenous, and People of Color-owned businesses (BIPOC); Veteran-owned (VOSB); Lesbian, gay, bisexual, and transgender owned businesses (LGBTQIA); disability-owned business enterprises (DOBE).	Complete routine visits with target businesses. Identify barriers, provide strategic advice to OSPCD staff, and develop programs to address barriers for women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses.
Goal 4.2 Develop and implement programs to support women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses	Update the Somerville Diversity Catalog. Expand distribution to a digital platform. Develop convening programming for participants in the catalog and emerging target businesses.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1.1: Stimulate development in the transform and enhance areas outlined in SomerVision to increase vitality, business attraction, and growth of the commercial tax base	Implement the Winter Hill Urban Renewal Plan, Gilman Square Neighborhood Plan, and 90 Washington Street Demonstration Project Plan	In Progress
Goal 1.2: Stimulate development in the transform and enhance areas outlined in SomerVision to increase vitality, business attraction, and growth of the commercial tax base	Advance Public Realm Implementation Strategy for Boynton Yards (PRISBY), and complete the District Improvement Financing Plan for the Boynton Yards neighborhood	In Progress
Goal 2.1: Invest in the talents, skills, and education of residents to support growth and provide opportunities to residents of all social and economic levels as outlined in the Somerville Talent Equity Playbook	Invest in industry specific training, contextualized education for adult & English Language Learners, and Wage Theft/worker rights programs, Child care initiative	In Progress
Goal 2.2: Invest in the talents, skills, and education of residents to support growth and provide opportunities to residents of all social and economic levels as outlined in the Somerville Talent Equity Playbook	Collaborate with Somerville Public Schools and Somerville Public Library to expand participation in the FabVille community makerspace (expand to West Branch Library)	In Progress
Goal 2.3: Invest in the talents, skills, and education of residents to support growth and provide opportunities to residents of all social and economic levels as outlined in the Somerville Talent Equity Playbook	Track number of residents trained and placed in jobs through workforce development programs	In Progress
Goal 3.1: Support local businesses throughout the post-Covid economic recovery	Provide strategic business technical assistance, launch Round 4 of targeted recovery grants and other support services to enable businesses, especially locally-owned independents, to stabilize and prosper	Complete
Goal 3.2: Support local businesses throughout the post-Covid economic recovery	Provide technical and financial assistance to 150 local businesses; provide \$2M in financial support	Complete
Goal 3.3: Support local businesses throughout the post-Covid economic recovery	Hire Small Business Permitting Liaison and collaborate with ISD to troubleshoot permitting bottlenecks facing small business owners.	Complete
Goal 4.1: Develop and implement programs to support women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses	Identify barriers, provide strategic advice to OSPCD staff, and develop programs to address barriers for women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses	In Progress
Goal 4.2: Develop and implement programs to support women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses	Launch BIPOC and immigrant-owned business programming on GovTV highlighting Somerville's diverse businesses	Complete

Goal 4.3: Develop and implement programs to support women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses	Publish the third edition of the Somerville Diversity Catalog	In Progress
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Budget Detail

Personal Services Changes

Personal Services are projected flat in FY24 due to vacancies and step changes within existing roles.

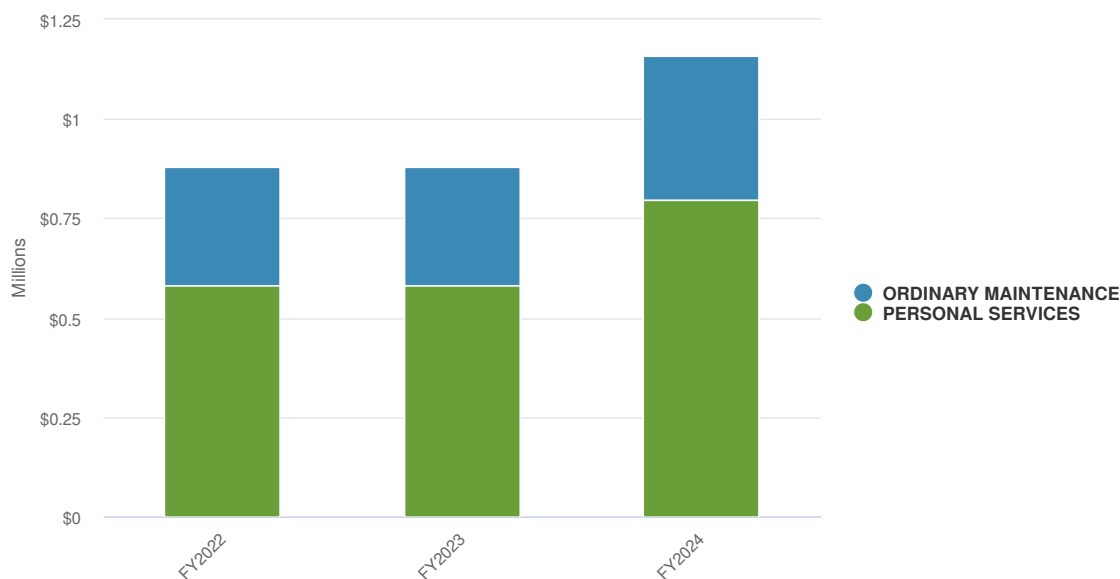
- Two new positions, the Post-Secondary Success Coach and Post-Secondary Success Coach - Year 13, are fully funded through ARPA for FY24 as a pilot program.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase 18% for FY24.

- Modest increases to existing programs and operating expenses
- Additional funding for the Armory Master Plan implementation will be forthcoming in the CIP.
- Additional funding for appraisals related to dispositions and possible real estate acquisitions anticipated in FY24

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$496,250	\$784,857	\$549,164	\$765,986
SALARIES & WAGES TEMPORARY		\$0	\$11,033	\$25,000
HOLIDAYS NON-UNION	\$2,082	\$1,404	\$1,086	\$6,034
Total PERSONAL SERVICES:	\$498,332	\$786,261	\$561,283	\$797,020
ORDINARY MAINTENANCE				
RENTAL - BUILDINGS	\$750		\$0	



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
PROFESSIONL & TECHNCL SVC	\$184,568	\$275,000	\$170,928	\$320,000
ADVERTISING	\$0	\$250	\$122	\$1,080
APPRAISALS	\$9,000	\$15,000	\$4,625	\$25,000
SOFTWARE SERVICES	\$240		\$699	
CUSTODIAL DETAIL			\$130	
SUPPLIES	\$6,192		\$2,165	\$2,000
OFFICE SUPPLIES	\$1,203	\$0	\$0	
PRINTING & STATIONERY	\$1,641	\$500	\$0	\$500
COMPUTER EQUIPMENT NOT CAPITAL	\$14,429		\$946	
OTH EQUIPMENT NOT CAPITALIZE	\$3,282	\$0	\$0	
FOOD SUPPLIES & REFRESHMT	\$466	\$0	\$0	
ONLINE SUBSCRIPTION	\$8,683	\$10,000	\$7,954	\$6,350
DUES AND MEMBERSHIPS	\$0	\$5,000	\$5,000	\$5,000
RECORDINGS	\$0	\$150	\$0	\$570
Total ORDINARY MAINTENANCE:	\$230,452	\$305,900	\$192,568	\$360,500
Total Expense Objects:	\$728,784	\$1,092,161	\$753,851	\$1,157,520

Professional & Technical Services

Project/Allocation	Estimate
Fabville	\$100,000
Transform & Enhance Areas	\$85,000
Disposition & Community Spaces Study	\$25,000
Main Streets	\$40,000
Diversity Catalog	\$15,000
Casino Mitigation Match	\$15,000
Enroot	\$40,000

Personnel Listing

Allocation			Start	FY24 Base	FY24 To
FTE	%Grade	Job Title	Date	Salary	Compensat
1	NU5	Deputy Director of Economic Development	8/1/2023	\$99,075	\$99,075
1	NU4	Director of Economic Development	9/1/2023	\$98,898	\$99,075
1	80%NU9	Economic Development Planner	7/1/2023	\$84,463	\$84,463
1	80%NU9	Economic Development Planner	8/1/2023	\$74,306	\$74,306
1	NU7	Senior Planner	7/1/2023	\$97,638	\$98,400
1	NU7	Senior Planner - Economic Development Specialist	7/1/2023	\$97,638	\$98,400
1	NU7	Senior Planner - Urban Revitalization Specialist	7/1/2023	\$97,638	\$98,400
1	NU7	Senior Planner - Women & Minority Business Support	7/1/2023	\$97,638	\$98,400
1	NU9	Small Business Permitting Liaison	7/1/2023	\$81,182	\$81,182
1	50%NU9	Workforce Development Coordinator	7/1/2023	\$86,151	\$86,151

General fund percent allocations included for informational purposes only. Positions are listed at their full salary regardless of funding source.



Redevelopment Authority

The mission of the Somerville Redevelopment Authority is to eliminate blight and decadence wherever it may exist in the City by the creation and implementation of demonstration projects and urban renewal plans, while furthering the goals of the SomerVision plan.

Budget Detail

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES - MONTHLY	\$19,896	\$22,758	\$19,260	\$22,753
Total PERSONAL SERVICES:	\$19,896	\$22,758	\$19,260	\$22,753
Total Expense Objects:	\$19,896	\$22,758	\$19,260	\$22,753

Personnel Listing

Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
Redevelopment Board Mbr Chair	7/1/2023	\$3,816	\$3,816
Redevelopment Board Member	7/1/2023	\$3,816	\$3,816
Redevelopment Board Member	7/1/2023	\$3,996	\$3,996
Redevelopment Board Member	7/1/2023	\$3,816	\$3,816
Redevelopment Board Member	7/1/2023	\$3,816	\$3,816
Redevelopment Board Member	8/1/2023	\$3,493	\$3,493



Mobility

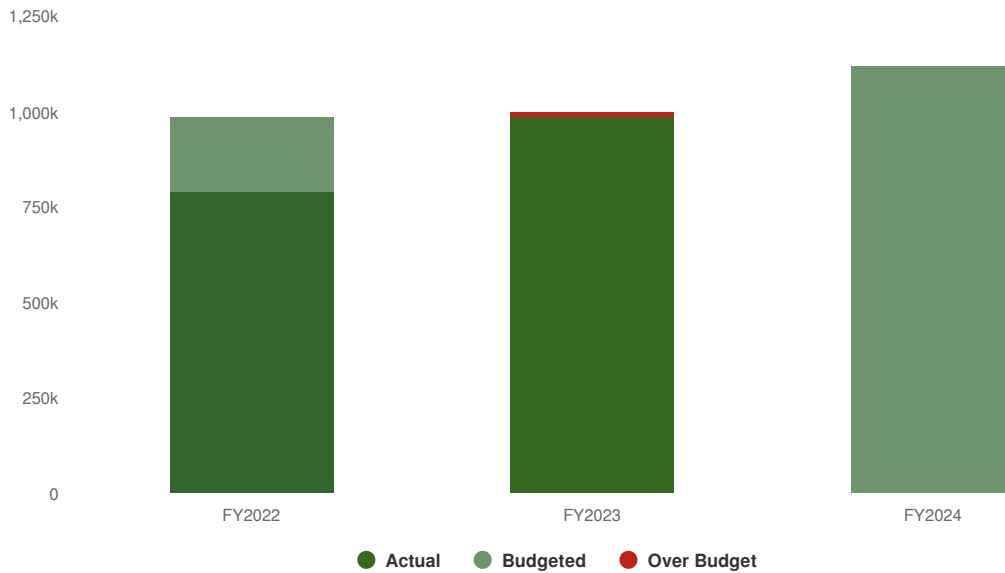
Brad Rawson
Director of Mobility

The OSPCD Mobility Division plans, designs, implements, and evaluates projects and programs that advance Somerville's goal of becoming the most walkable, bikable, transit-accessible city in the United States.

Expenditures Summary

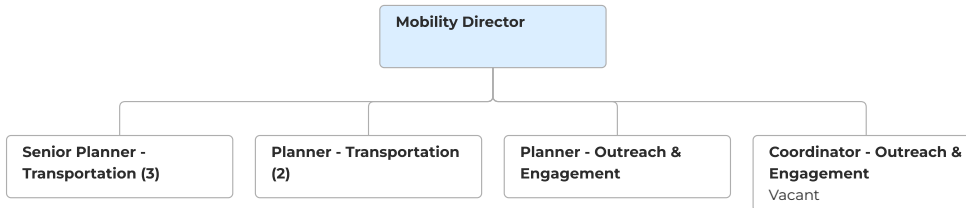
\$1,118,754 **\$133,159**
(13.51% vs. prior year)

Mobility Proposed and Historical Budget vs. Actual



Organizational Chart

OSPCD - Mobility



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Make streets safer and more sustainable	-Complete construction of FY22 street/sidewalk contract package (aka Pearl Street + various intersections)
Goal 1.2: Make streets safer and more sustainable	-Initiate construction of FY23 street/sidewalk contract package (aka Western Washington Street + various locations)
Goal 2.1: Develop a pipeline of safety and sustainability projects	-Complete design for FY24 street/sidewalk contract package (Tufts Street + various intersections)
Goal 2.2: Develop a pipeline of safety and sustainability projects	-Initiate design for FY25 street/sidewalk contract package
Goal 3.1: Engage the public	-Prepare engagement strategic plan
Goal 3.2: Engage the public	-Prepare Bicycle Network Plan engagement guide
Goal 4.1: Reduce driving by running programs that give people more options for travel	-Manage and expand public-owned Blue Bikes bikeshare system
Goal 4.2: Reduce driving by running programs that give people more options for travel	-Coordinate and evaluate City's free transit programs

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1.1: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Construct accessible sidewalks, raised crosswalks, speed humps, refuge islands and curb extensions, focusing on Holland Street, Pearl Street, Cross Street, Temple Street and Franklin Street as primary projects in FY23	In Progress
Goal 1.2: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Construct new accessibility and safety infrastructure on State Route 38 (Mystic Avenue) and State Route 28 (McGrath Highway)	In Progress
Goal 1.3: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Construct new accessibility and safety infrastructure on State Route 16 (Alewife Brook Parkway)	In Progress
Goal 1.4: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Install protected bicycle lane infrastructure on College Avenue and Holland Street	In progress
Goal 1.5: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Install physical traffic calming infrastructure on the Gilman Street-Oliver Street Neighborway linking East Somerville to Central Hill	In Progress
Goal 2.1: Collaborate with other departments and state agencies to implement the City's Somerville Climate Forward Plan to improve mass transit in Somerville	-Complete construction of MBTA Green Line Extension project	In Progress
Goal 2.2: Collaborate with other departments and state agencies to implement the City's Somerville Climate Forward Plan to improve mass transit in Somerville	-Install dedicated bus lanes in East Somerville on Washington Street and Broadway	In Progress
Goal 2.3: Collaborate with other departments and state agencies to implement the City's Somerville Climate Forward Plan to improve mass transit in Somerville	-Expand Somerville's fare-free and reduced-fare transit programs	In Progress

Budget Detail

Personal Services Changes

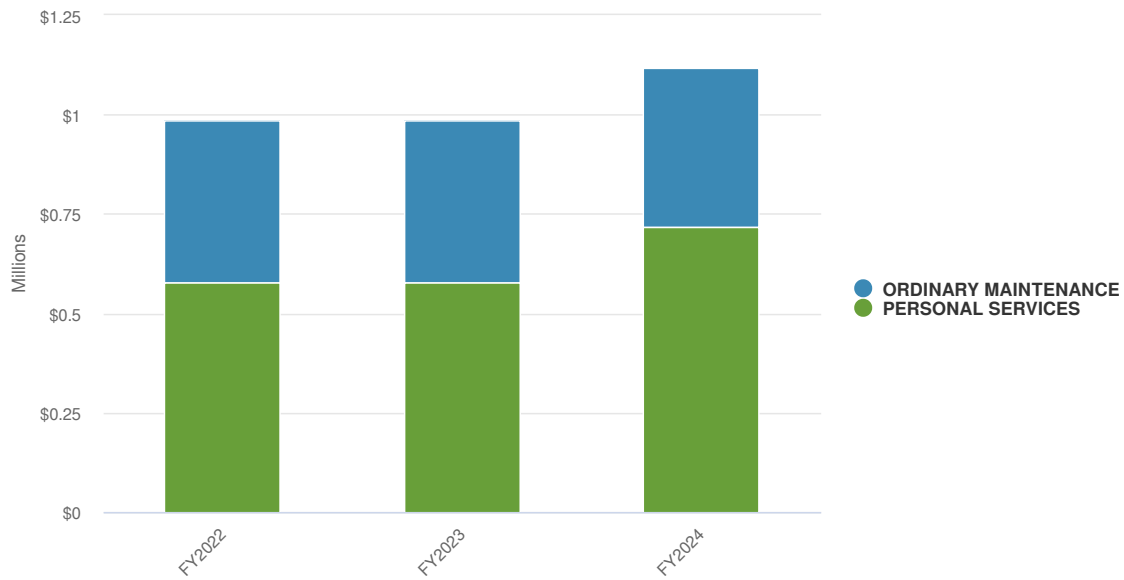
Personal Services increased 3.3% from FY23.

Ordinary Maintenance Changes

Ordinary Maintenance costs increased 3.1% due to general cost escalation across all operating expense categories from FY23.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$455,885	\$694,546	\$668,709	\$712,894
HOLIDAYS NON-UNION	\$3,034	\$1,301	\$1,211	\$5,860
Total PERSONAL SERVICES:	\$458,919	\$695,847	\$669,920	\$718,754
ORDINARY MAINTENANCE				
PROFESSIONL & TECHNCL SVC	\$348,985	\$355,000	\$163,862	\$354,900
POLICE DETAIL	\$41,332	\$5,000	\$0	\$5,000
SOFTWARE SERVICES			\$44,251	
SUPPLIES	\$1,285		\$294	\$100
PRINTING & STATIONERY	\$1,419		\$16	
OTH EQUIPMENT NOT CAPITALIZE			\$9,855	
SIGNS AND CONES	\$15,074	\$20,000	\$100,428	\$25,000
DUES AND MEMBERSHIPS	\$7,500	\$8,000	\$9,375	\$15,000
Total ORDINARY MAINTENANCE:	\$415,594	\$388,000	\$328,081	\$400,000
Total Expense Objects:	\$874,514	\$1,083,847	\$998,001	\$1,118,754

FY24 Professional & Technical Services

Project/Allocation	Estimate
Street Resurfacing/Sidewalk Reconstruction Design	\$ 225,000
Mobility Studies/Planning	\$ 130,000



Personnel Listing

FTE Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1 NU4	Director of Mobility	7/1/2023	\$126,355	\$127,347
1 NU11	Outreach Coordinator	8/1/2023	\$59,445	\$59,911
1 NU7	Senior Planner	7/1/2023	\$97,638	\$98,404
1 NU7	Senior Planner	7/1/2023	\$97,638	\$98,404
1 NU7	Senior Transportaton Planner	7/1/2023	\$95,724	\$96,475
1 NU9	Transportation Planner	7/1/2023	\$86,151	\$86,827
1 NU9	Transportation Planner	7/1/2023	\$84,462	\$85,125
1 NU9	Transportation Planner	7/1/2023	\$84,462	\$85,125

Public Space & Urban Forestry

Luisa Oliveira
Director of PSUF

The Public Space & Urban Forestry (PSUF) Division's mission is to plan, construct, and steward the public realm to promote environmental and public health through the City's network of public spaces and the urban forest.

Expenditures Summary

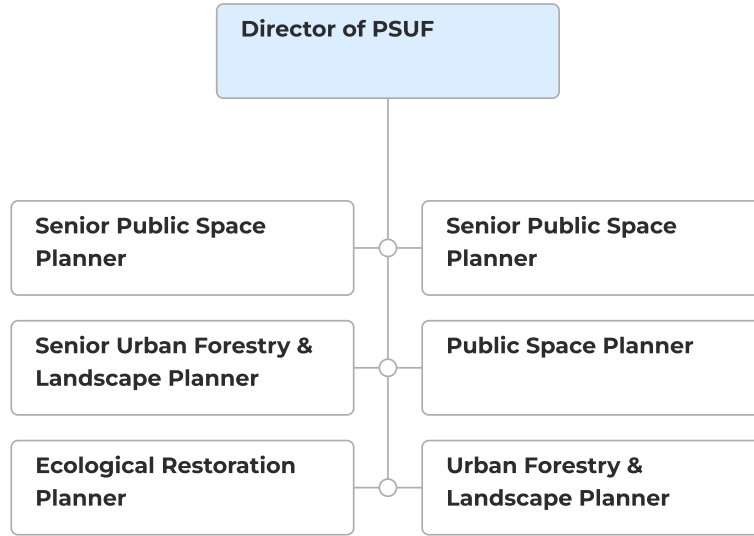
\$1,587,909 **\$782,498**
(97.16% vs. prior year)

Public Space & Urban Forestry Proposed and Historical Budget vs. Actual



Organizational Chart

Public Space & Urban Forestry



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Begin design of 217 Somerville Ave Pocket Park	Complete Design and put project out to bid
Goal 2: Begin Henry Hanson Park construction	Completed construction by end of CY2024
Goal 3: Complete Brown Schoolyard construction	Begin and complete construction of the Brown Schoolyard in Fall/ CY 2023
Goal 4: Begin construction of 5 Palmer Avenue parcel	Start construction late summer/fall CY 2023
Goal 5: Complete construction of West Somerville Neighborhood Schoolyard	Completed by Fall CY 2023
Goal 6: Construction of Somerville Junction Park	Beginning summer 2023
Goal 7: Somerville Pollinator Action Plan	Work with Advisory Committee to Hire a Consultant to Create a Pollinator Action Plan
Goal 8: Review all development parcels with Green Score and Civic Space Requirements	Projects reviewed in a timely fashion
Goal 9: Review all public and private projects with tree plantings or removals	Projects reviewed in a timely fashion
Goal 10: Plan and manage street tree planting	Plant 350 street trees per year
Goal 11: Proactively care for Urban Tree Canopy	Manage programs to optimize tree health: Young Tree Training and Parks Tree
Goal 12: Continue collaboration with DPW to continue tree and horticultural maintenance programs to assure the health of plants and trees in city spaces	Monthly maintenance meetings with DPW, collaboration on maintenance
Goal 13: Privately Owned Public Spaces (POPS) Guidelines	Finish draft for POPS guide
Goal 14: Horticultural Maintenance	Continue to collaborate with DPW to expand horticultural care in parks
Goal 15: Dilboy Auxillary Fields	Complete design and begin construction of natural grass fields
Goal 16: Central Hill Monuments	Assess design and move towards construction.
Goal 17: Open Space Recreation Plan (OSRP)	Begin update of OSRP



Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Complete construction of Healey Schoolyard	Schoolyard opened by end of CY2022, contingent upon no further contamination found	Complete
Goal 2: Begin and complete construction of the Brown Schoolyard	Completed by the end of CY2022	Delayed
Goal 3: Begin construction of the West Somerville Neighborhood Schoolyard	Begin construction fall 2022, or earlier if possible	Complete
Goal 4: Write funding grant for Henry Hanson Park	Completed by June 2022	Complete
Goal 5: Complete design and begin construction of Somerville Junction park	Design complete by Summer 2022, begin construction after	Complete
Goal 6: Begin design of 5 Palmer Avenue parcel	Start design late summer/fall 2022	Complete
Goal 7: Complete Union Square Streetscape and Plaza 25% Design	Completed by fall 2022	Complete
Goal 8: Review all development parcels with Green Score and Open Space Requirements	Parceled reviewed in a timely fashion	Complete
Goal 9: Plan and manage expanded seasonal tree planting (350 trees) programs	Completed by end of FY23	
Goal 10: Review all public and private projects with tree plantings or removals	Projects reviewed in a timely fashion	Complete
Goal 11: Continue collaboration with DPW to continue tree and horticultural maintenance programs to assure health of plants and trees in city spaces	Monthly maintenance meetings with DPW	Complete

Budget Detail

Personal Services Changes

Personal Services are projected to increase by 3.5% for FY24.

- Increases due mainly to Non-Union salary step increases

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase 43% for FY24.

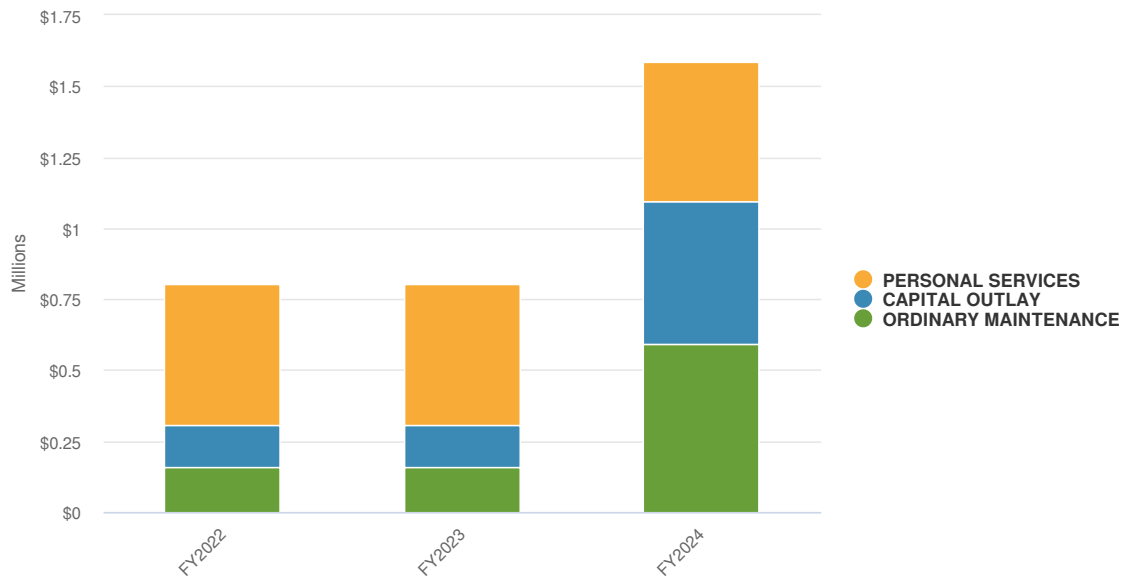
- Miyawaki Forest
- Increase for Parks Tree Health Program
- Increase for tree inventory

Capital Outlay Changes

Capital Outlay costs are projected to increase 43% for FY24.

- Increase of 150,000 for tree planting in FY24.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$477,873	\$475,356	\$474,072	\$490,462
HOLIDAYS NON-UNION	\$2,354	\$804	\$959	\$4,802
Total PERSONAL SERVICES:	\$480,227	\$476,160	\$475,031	\$495,264
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$145,502	\$412,500	\$170,202	\$575,457
ADVERTISING	\$270	\$200	\$0	\$200
POLICE DETAIL			\$480	
SOFTWARE SERVICES	\$1,000	\$1,000	\$1,000	\$1,000
CUSTODIAL DETAIL			\$385	
SUPPLIES	\$170		\$518	\$7,043
PRINTING & STATIONERY	\$825	\$0	\$186	
SIGNS AND CONES	\$0	\$1,500	\$2,574	\$5,000
ONLINE SUBSCRIPTION			\$33	\$500
UNIFORMS			\$720	
DUES AND MEMBERSHIPS	\$1,550	\$0	\$1,339	\$3,445
Total ORDINARY MAINTENANCE:	\$149,317	\$415,200	\$177,436	\$592,645
CAPITAL OUTLAY				
TREE PLANTING	\$149,895	\$350,000	\$289,935	\$500,000
Total CAPITAL OUTLAY:	\$149,895	\$350,000	\$289,935	\$500,000
Total Expense Objects:	\$779,438	\$1,241,360	\$942,402	\$1,587,909



FY24 Professional & Technical Services

Project/Allocation	Estimate
Park Tree Health Program	\$ 150,000
Young Tree Training Program	\$ 50,000
Architect and Surveyor Svcs	\$ 30,000
Community Gardena & Education Svcs	\$ 2,500
Pollinator Action Plan	\$ 100,000
Graphic Designer	\$ 10,000
Treekeeper Integration	\$ 90,000
Miyawaki Forest Design	\$ 60,000
Update City Tree Inventory	\$ 90,000

Personnel Listing

FTE	Allocation		GradeJob Title	Start Date	FY24 Base Salary	FY24 Total Compensation
		%				
1	90%		NU4Director of Public Space & Urban Forestry	7/1/2023	\$126,355	\$127,347
1	100%		NU9Ecological Restoration Planner	7/1/2023	\$84,462	\$85,125
1	75%		NU9Public Space Planner	7/1/2023	\$81,182	\$81,819
1	75%		NU7Senior Public Space/Project Manager	7/1/2023	\$103,615	\$104,428
1	100%		NU7Senior Public Space Planner	7/1/2023	\$99,591	\$100,372
1	100%		NU7Senior Urban Forestry & Landscape Planner	7/1/2023	\$101,583	\$102,380
1	70%		NU9Urban Forestry & Landscape Planner	7/1/2023	\$87,874	\$88,564

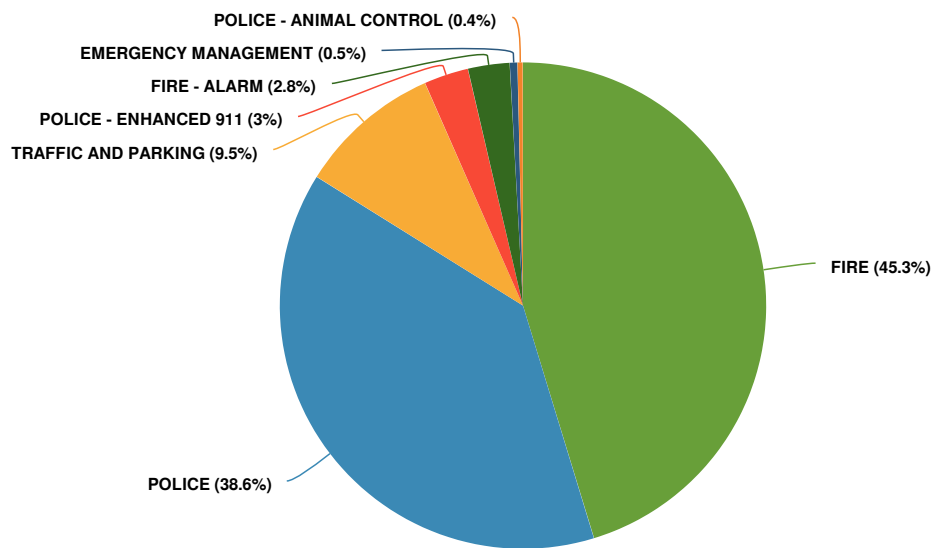
General fund percent allocations included for informational purposes only. Positions are listed at their full salary regardless of funding source.

Public Safety

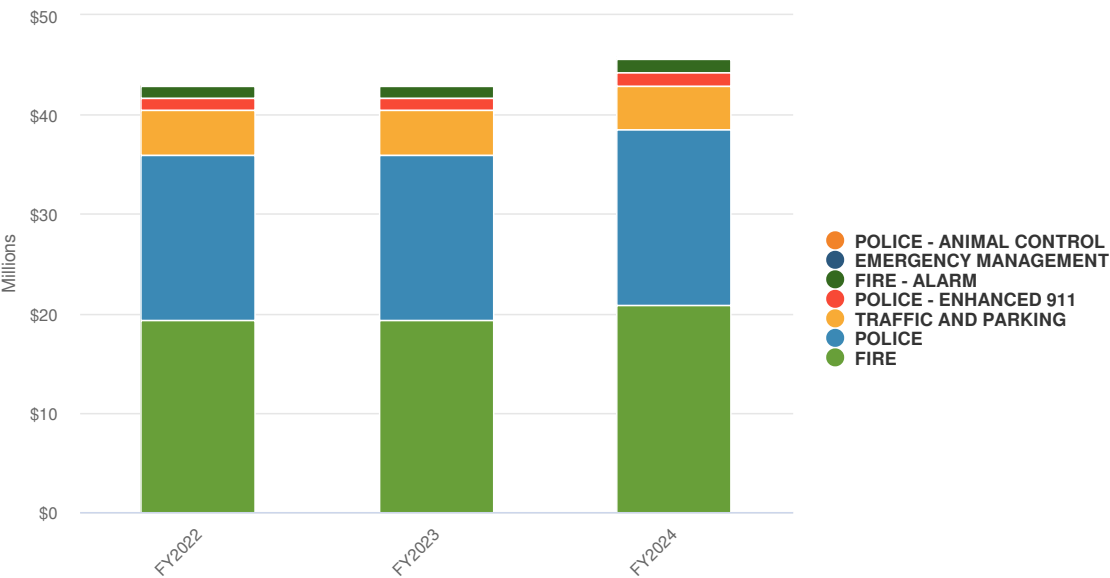
Public Safety Organizational Chart

Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Fire



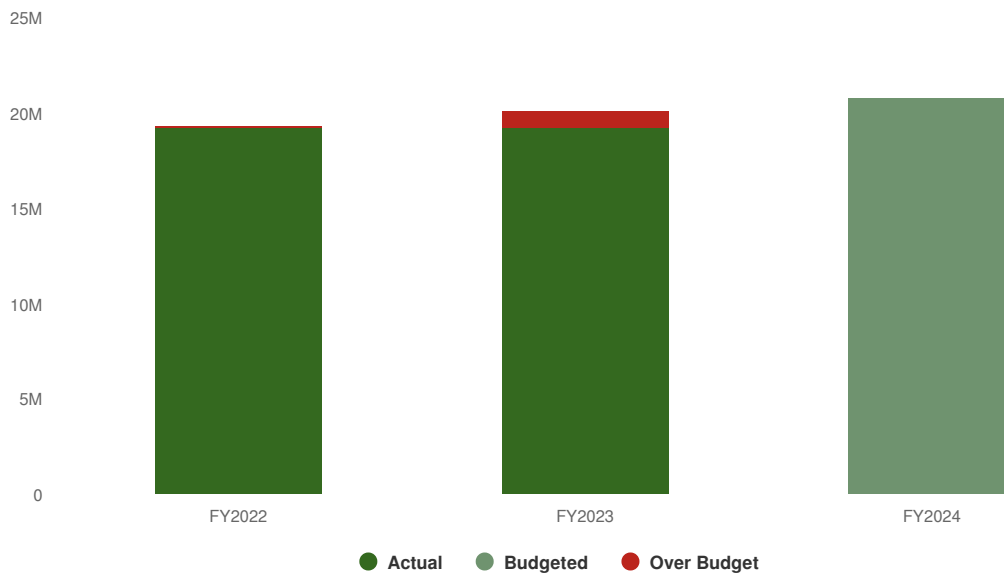
Charles Breen
Fire Chief

To protect the people and property of our City. The Fire Department is responsive to the needs of our residents by providing rapid, professional, and humanitarian services essential to the health, safety, and well being of the City. We will achieve our mission through prevention, education, fire suppression, emergency medical services, disaster response, and defense against terrorist attacks. We strive to provide a work environment that values cultural diversity and is free of harassment and discrimination. We actively participate in our community, serve as role models, and strive to effectively and efficiently utilize all of the resources at our command to provide a quality of service deemed excellent by our residents with "Courage, Integrity, and Honor".

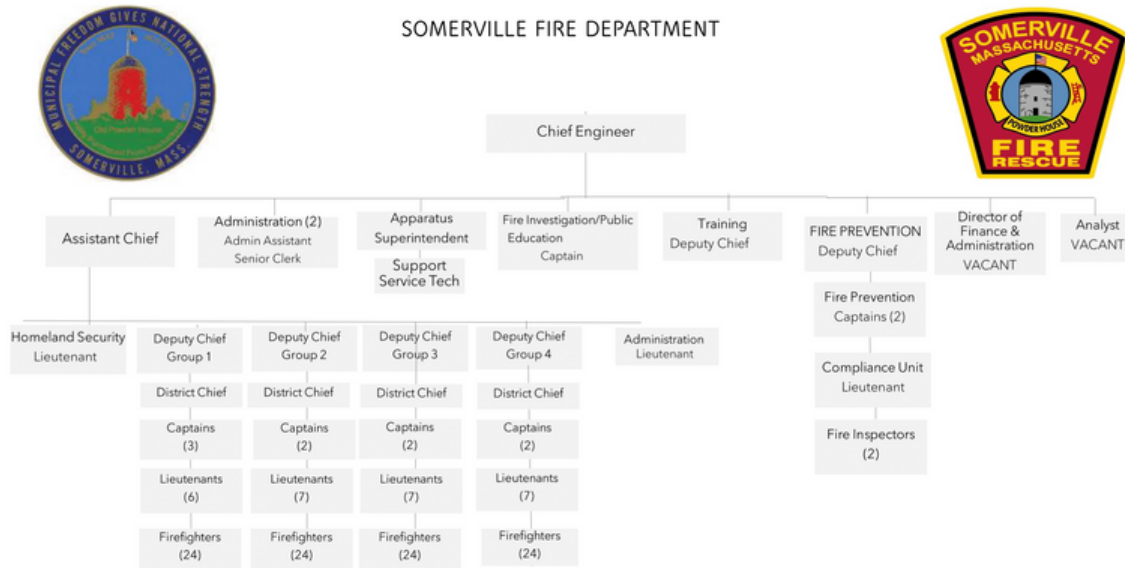
Expenditures Summary

\$20,826,765 **\$1,553,176**
(8.06% vs. prior year)

Fire Proposed and Historical Budget vs. Actual



Organizational Chart



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Conduct Fire Officer 1&2 training to prepare fire officers to become better leaders in the fire service.	- Complete training of at least 24 members of the Department
Goal 2: Work with Capitol Projects and the awarded consultant on the SFD Master Plan. This plan will seek to modernize Fire Department facilities through the use of Capital Investment Plan funds.	- Complete an assessment of all fire stations and recommend a modernization plan which recommends phasing and a project order which minimizes disruption of FD operations.
Goal 3: Continue to work on issues relating to the new Assembly Fire Station and the new Engine Company which will be placed into service	- Successfully finalize new response plans which will need to be implemented once the new Engine Company is placed into service
Goal 4: Continue to coordinate with the OSPCD Mobility Division with the implementation of Vision Zero goals	- Continue to monitor response times and other data for potential conflicts
Goal 5: Continue cancer prevention and health and safety efforts	- Install air filtration systems in all front line apparatus and purchase gear bags

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Increase the number of trained Hazardous Material Technicians on the Department. This is due to the increase in proposed lab facilities within the City.	-Complete training of at least 12 new Hazardous Material Technicians	Complete
Goal 2: Conduct training on the remaining four Green Line stations (East Somerville, Gilman, Magoun and Ball Sq) once they come on line as well as any right of ways and the challenges they may present.	- Complete training for 90% of department members.	Complete
Goal 3: Coordinate with the OSPCD Mobility Division with the implementation of Vision Zero goals.	-Continue to monitor response times and other data for potential conflicts	Ongoing
Goal 4: Conduct Fire Officer 1&2 training to prepare fire officers to become better leaders in the fire service.	- Complete training of at least 24 members of the Department	Delayed until FY24

Budget Detail

Personal Services Changes

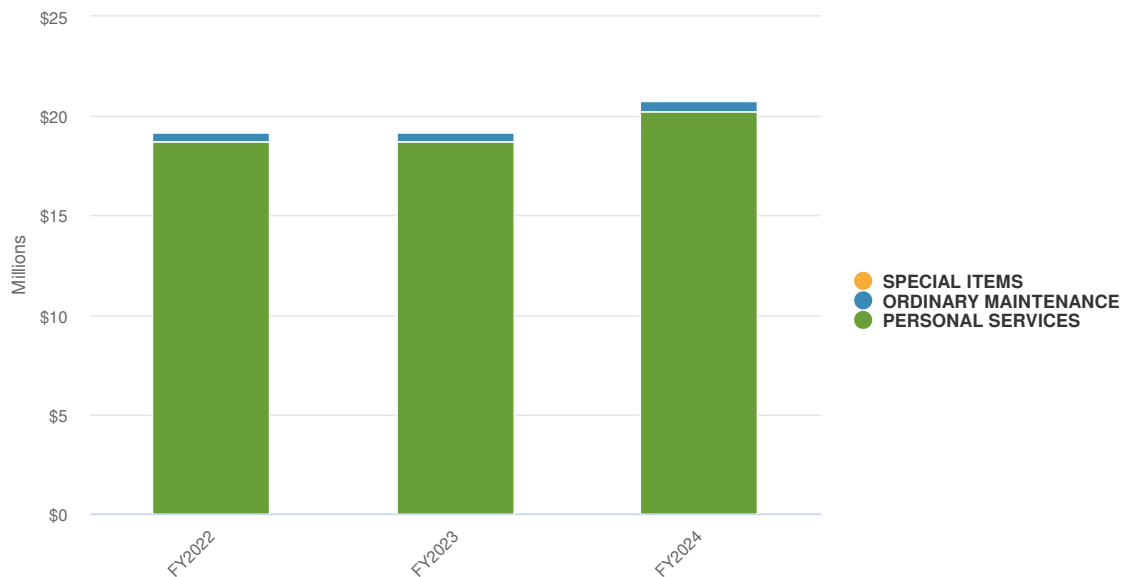
Personal Services are projected down slightly for FY24.

- This is the result of collective bargaining agreement obligations. updates to staffing and Overtime budgets.
- For FY24, the Director of Finance & Administration is proposed as a full-time position.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to be up slightly for FY24.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$14,436,945	\$16,433,552	\$15,010,738	\$16,209,765



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
SALARIES & WAGES TEMPOR'Y			\$8,882	\$7,504
OVERTIME	\$2,659,310	\$1,500,000	\$2,706,330	\$2,000,000
TRAINING-OVERTIME	\$80,536	\$87,550	\$144,603	\$87,550
LONGEVITY	\$700	\$700	\$0	\$700
OUT OF GRADE	\$80,297	\$90,000	\$87,780	\$90,000
HOLIDAYS	\$920,333	\$1,015,063	\$950,864	\$1,065,351
HOLIDAYS NON-UNION	\$3,673	\$5,490	\$949	\$3,981
HOLIDAYS - S.M.E.A.	\$2,760	\$500	\$1,514	\$2,027
PERFECT ATTENDANCE	\$57,900	\$0	\$72,200	\$1,000
FIRE DETAIL - CITY	\$2,872	\$0	\$0	\$221
IN SERVICE TRAINING	\$5,024	\$40,000	\$3,795	\$40,000
UNIFORM ALLOWANCE	\$1,400	\$1,400	\$1,050	\$1,400
SICK LEAVE BUYBACK	\$2,027	\$0	\$3,994	\$16,411
HAZARDOUS DUTY STIPEND	\$428,504	\$450,000	\$422,500	\$451,000
REIMBURSEMENT FOR INJURY	\$145,709	\$169,950	\$242,436	\$178,500
PHYSICAL EXAMINATION	\$0	\$14,500	\$0	\$14,500
OTHER LUMP SUM PAYMENTS	\$6,000	\$0	\$16,813	
CERTIFICATION	\$71,200	\$76,400	\$74,900	\$80,300
PEER SUPPORT	\$1,500	\$2,500	\$2,000	\$2,500
METER TECH	\$1,500	\$2,500	\$1,500	\$2,500
Total PERSONAL SERVICES:	\$18,908,191	\$19,890,105	\$19,752,848	\$20,255,210
ORDINARY MAINTENANCE				
REPAIRS-VEHICLES	\$167,151	\$175,000	\$149,858	\$189,863
REPAIRS-TOOLS & EQUIPMENT	\$35,568	\$55,000	\$28,108	\$58,000
REPAIRS-RADIO ALARM	\$10,736	\$12,500	\$3,588	\$13,300
R&M - SOFTWARE	\$1,000	\$19,000	\$1,393	\$15,000
MAINT CONTRACT-OFFC EQUIP	\$1,493	\$6,500	\$1,485	\$6,900
RENTAL-WATER COOLER	\$3,896	\$1,800	\$3,892	\$3,100
PROFESSIONAL & TECHNICAL SVC	\$0	\$15,000	\$20,000	\$26,500
ADVERTISING	\$0	\$200	\$0	
TOWING	\$1,263	\$3,000	\$2,325	\$5,000
IN SERVICE TRAINING OM	\$0	\$3,000	\$0	\$3,100
COMMUNICATIONS	\$1,620	\$1,000	\$0	
POSTAGE	\$290	\$300	\$126	\$300
EXPRESS/FREIGHT	\$80	\$150	\$88	\$200
PHOTOGRAPHY	\$0	\$100	\$0	
OFFICE SUPPLIES	\$3,965	\$7,000	\$3,899	\$7,500
PRINTING & STATIONERY	\$1,156	\$800	\$790	\$638
COMPUTER SUPPLIES	\$1,064	\$7,800	\$5,472	\$7,600
OFFICE EQUIPMENT	\$0	\$2,500	\$1,841	\$2,600
OFFICE FURNITURE NOT CAPITALIZ	\$2,857	\$2,500	\$0	\$2,600
COMPUTER EQUIPMENT	\$0	\$8,000	\$0	\$8,300



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
BOOKS & BOOKBINDING	\$738	\$800	\$975	\$1,100
OTH EQUIPMENT NOT CAPITALIZE	\$1,699	\$2,000	\$0	\$2,100
HARDWARE & SMALL TOOLS	\$7,883	\$12,000	\$10,343	\$13,000
CUST SUPP		\$100	\$0	
MOTOR GAS AND OIL	\$118	\$2,000	\$731	\$3,000
ANTI-FREEZE	\$0	\$500	\$0	\$500
BATTERIES	\$2,883	\$2,000	\$2,902	\$2,200
TIRES AND TUBES	\$24,582	\$18,750	\$8,017	\$20,300
FOOD SUPPLIES & REFRESHMT	\$0	\$200	\$0	
MEDICAL/DENTAL SUPPLIES	\$31,274	\$45,000	\$23,632	\$48,800
FIRE HOSES-REPAIRS/PARTS	\$8,747	\$9,000	\$18,173	\$9,600
PUBLIC SAFETY SUPPLIES	\$41,092	\$44,350	\$38,428	\$48,100
UNIFORMS		\$4,500	\$0	\$2,900
FLOWERS & FLAGS	\$38	\$0	\$0	
SUPPLIES FOR MEN/WOMEN	\$8,444	\$30,500	\$41,873	\$33,100
COLORGUARD	\$4,500	\$4,500	\$4,500	\$4,700
IN STATE TRAVEL	\$1,327	\$100	\$822	\$100
DUES AND MEMBERSHIPS	\$5,301	\$5,400	\$6,045	\$6,500
INSURANCE PREMIUMS		\$500	\$504	\$600
Total ORDINARY MAINTENANCE:	\$370,763	\$503,350	\$379,808	\$547,100
SPECIAL ITEMS				
FIRE GRANT MATCH	\$5,350	\$54,834	\$0	\$24,455
Total SPECIAL ITEMS:	\$5,350	\$54,834	\$0	\$24,455
Total Expense Objects:	\$19,284,304	\$20,448,289	\$20,132,657	\$20,826,765

Personnel Listing

GRADE/ STEP	RANK	FY24 ANNUAL BASE SALARY WITH DIFFERENTIAL	TOTAL FY24 BUDGET
DEPCH 02	DEPUTY CHIEF	\$ 139,291.76	\$ 167,480.12
DEPCH 02	DEPUTY CHIEF	\$ 139,291.76	\$ 172,028.96
DEPCH 02	DEPUTY CHIEF	\$ 139,291.76	\$ 172,028.96
DEPCH 02	DEPUTY CHIEF	\$ 139,291.76	\$ 171,620.06
DEPCH 02	DEPUTY CHIEF	\$ 139,291.76	\$ 170,267.89
DEPCH 02	DEPUTY CHIEF	\$ 139,291.76	\$ 169,692.09
DISCH 02	DISTRICT CHIEF	\$ 123,268.98	\$ 153,683.18
DISCH 02	DISTRICT CHIEF	\$ 123,268.98	\$ 152,026.79
DISCH 02	DISTRICT CHIEF	\$ 123,268.98	\$ 153,132.92
DISCH 02	DISTRICT CHIEF	\$ 123,268.98	\$ 150,779.29
CAPT 02	CAPTAIN	\$ 109,085.18	\$ 137,058.04
CAPT 02	CAPTAIN	\$ 109,085.18	\$ 136,488.40
CAPT 02	CAPTAIN	\$ 109,085.18	\$ 126,406.20
CAPT 02	CAPTAIN	\$ 109,085.18	\$ 135,996.92
CAPT 02	CAPTAIN	\$ 109,085.18	\$ 136,036.06
CAPT 02	CAPTAIN	\$ 109,085.18	\$ 135,155.84
CAPT 02	CAPTAIN	\$ 109,085.18	\$ 137,534.14
CAPT 02	CAPTAIN	\$ 109,085.18	\$ 131,669.94
CAPT 02	CAPTAIN	\$ 109,085.18	\$ 139,739.40
CAPT 02	CAPTAIN	\$ 109,085.18	\$ 133,133.22
CAPT 02	CAPTAIN	\$ 109,085.18	\$ 137,244.41
CAPT 02	CAPTAIN	\$ 109,085.18	\$ 135,138.67
LT 02	LIEUTENANT	\$ 96,535.68	\$ 122,818.59
LT 02	LIEUTENANT	\$ 96,535.68	\$ 123,654.42
LT 02	LIEUTENANT	\$ 96,535.68	\$ 120,110.06
LT 02	LIEUTENANT	\$ 96,535.68	\$ 118,004.32
LT 02	LIEUTENANT	\$ 96,535.68	\$ 125,155.45
LT 02	LIEUTENANT	\$ 96,535.68	\$ 119,251.81
LT 02	LIEUTENANT	\$ 96,535.68	\$ 118,882.34
LT 02	LIEUTENANT	\$ 96,535.68	\$ 119,741.43
LT 02	LIEUTENANT	\$ 96,535.68	\$ 111,024.11
LT 02	LIEUTENANT	\$ 96,535.68	\$ 114,967.00
LT 02	LIEUTENANT	\$ 96,535.68	\$ 119,064.57
LT 02	LIEUTENANT	\$ 96,535.68	\$ 114,906.85
LT 02	LIEUTENANT	\$ 96,535.68	\$ 118,917.98
LT 02	LIEUTENANT	\$ 96,535.68	\$ 110,912.23
LT 02	LIEUTENANT	\$ 96,535.68	\$ 122,660.46
LT 02	LIEUTENANT	\$ 96,535.68	\$ 120,029.17
LT 02	LIEUTENANT	\$ 96,535.68	\$ 124,343.88
LT 02	LIEUTENANT	\$ 96,535.68	\$ 121,276.66
LT 02	LIEUTENANT	\$ 96,535.68	\$ 114,279.00
LT 02	LIEUTENANT	\$ 96,535.68	\$ 117,870.19
LT 02	LIEUTENANT	\$ 96,535.68	\$ 116,756.82
LT 02	LIEUTENANT	\$ 96,535.68	\$ 115,039.19
LT 02	LIEUTENANT	\$ 96,535.68	\$ 121,444.40
LT 02	LIEUTENANT	\$ 96,535.68	\$ 119,064.57
LT 02	LIEUTENANT	\$ 96,535.68	\$ 120,499.31
LT 02	LIEUTENANT	\$ 96,535.68	\$ 113,121.65
LT 02	LIEUTENANT	\$ 96,535.68	\$ 115,902.21
LT 02	LIEUTENANT	\$ 96,535.68	\$ 119,232.23
LT 02	LIEUTENANT	\$ 96,535.68	\$ 118,404.41
LT 02	LIEUTENANT	\$ 96,535.68	\$ 117,828.60
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 104,230.28



FF 03	FIREFIGHTER	\$ 81,809.54	\$ 106,425.05
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 93,016.88
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 103,349.97
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,073.04
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,547.22
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 94,046.86
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,564.39
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 95,309.50
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 97,177.80
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 103,063.02
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 103,063.02
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 97,112.49
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 95,309.50
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 94,046.86
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 100,187.61
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 95,662.99
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 104,542.49
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 104,026.82
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 93,370.00
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 97,813.10
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 100,299.48
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 105,758.72
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 94,334.60
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 100,187.61
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 101,555.58
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 104,302.93
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,564.39
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 97,719.05
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 102,965.12
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 93,016.88
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 101,879.97
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,359.99
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,259.22
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 101,879.97
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 100,187.61
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,535.47
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 97,573.49
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 102,114.00
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 104,784.70
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 102,397.02
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 106,582.14
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 99,254.36
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 94,262.41
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 103,543.02
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 109,440.85
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 107,663.57
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 107,663.57
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 97,813.10
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 99,036.84
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 103,055.51
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 101,339.73
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 93,291.48
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 100,572.08
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 93,076.04
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,564.39
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 93,016.88
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,564.39
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 97,719.05

FF 03	FIREFIGHTER	\$ 81,809.54	\$ 95,511.87
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 103,059.56
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 102,084.19
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 99,528.88
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,564.39
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 92,563.48
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 104,379.87
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 108,156.82
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 100,299.48
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,367.74
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,213.39
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 100,299.48
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 101,879.97
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 99,711.73
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 103,203.37
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,640.50
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 93,269.24
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,069.58
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 97,879.27
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 101,879.97
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 100,704.43
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 105,481.52
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 98,415.26
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 99,036.84
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 99,036.84
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 107,103.98
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 102,865.79
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 93,269.24
FF 03	FIREFIGHTER	\$ 81,809.54	\$ 93,545.49
FF 02	FIREFIGHTER	\$ 70,408.81	\$ 89,713.98
FF 02	FIREFIGHTER	\$ 70,408.81	\$ 80,662.30
FF 02	FIREFIGHTER	\$ 70,408.81	\$ 80,309.64
FF 02	FIREFIGHTER	\$ 70,408.81	\$ 85,011.81
FF 02	FIREFIGHTER	\$ 70,408.81	\$ 90,889.52
FF 02	FIREFIGHTER	\$ 70,408.81	\$ 89,713.98
FF 02	FIREFIGHTER	\$ 70,408.81	\$ 85,011.81
FF 01	FIREFIGHTER	\$ 68,153.07	\$ 88,482.37
FF 01	FIREFIGHTER	\$ 68,153.07	\$ 88,482.37
FF 01	FIREFIGHTER	\$ 68,153.07	\$ 88,482.37
CHIEF	CHIEF ENGINEER	\$ 219,104.83	\$ 220,790.25
NU1-16	ASSISTANT CHIEF ENG.	\$ 196,033.80	\$ 196,787.77
6 FF	APPARATUS SUPER.	\$ 98,453.08	\$ 100,460.41
6 FF	SUPPORT SERV. TECH.	\$ 58,676.15	\$ 60,277.51
ADMN2A-2	ADMINISTRATIVE ASST.	\$ 60,610.37	\$ 61,426.60
CLER4-5	SENIOR CLERK	\$ 45,826.01	\$ 46,528.52
NU9-7	ANALYST	\$ 84,462.18	\$ 85,111.89
NU6-5	DIRECTOR F&A FT	\$ 73,064.17	\$ 73,626.20

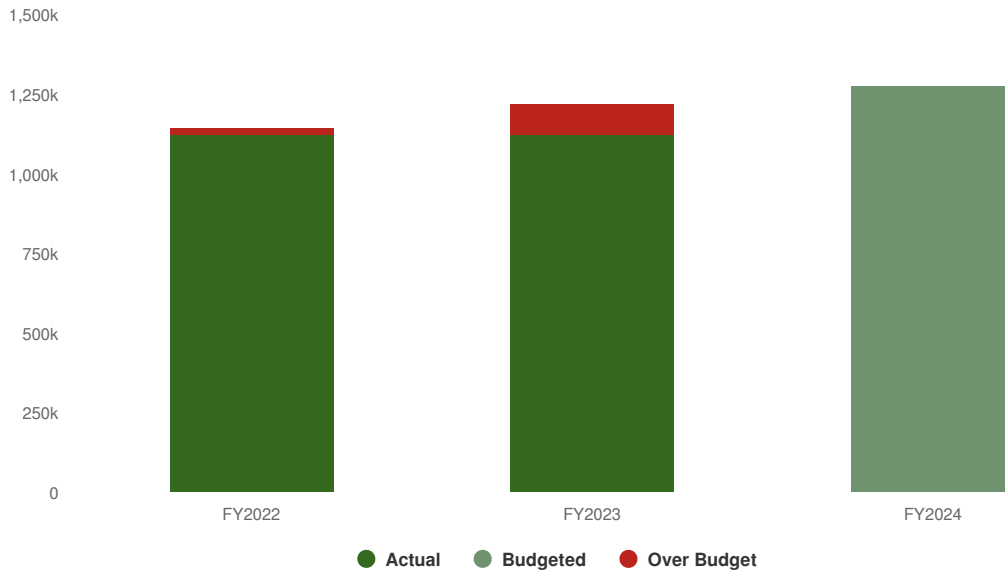
Fire Alarm

Charles Breen
Fire Chief

Expenditures Summary

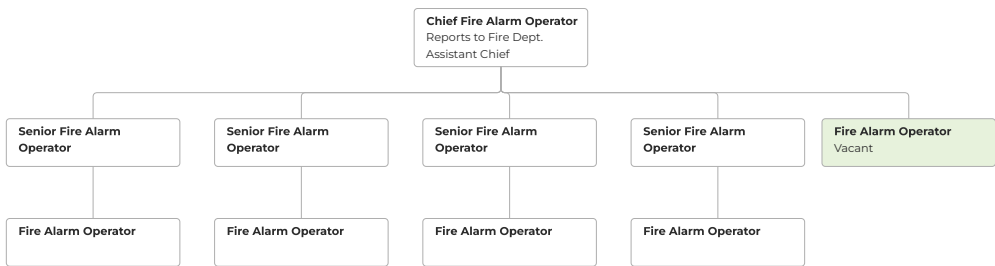
\$1,276,227 **\$155,537**
(13.88% vs. prior year)

Fire Alarm Proposed and Historical Budget vs. Actual



Fire Alarm

Fire Alarm

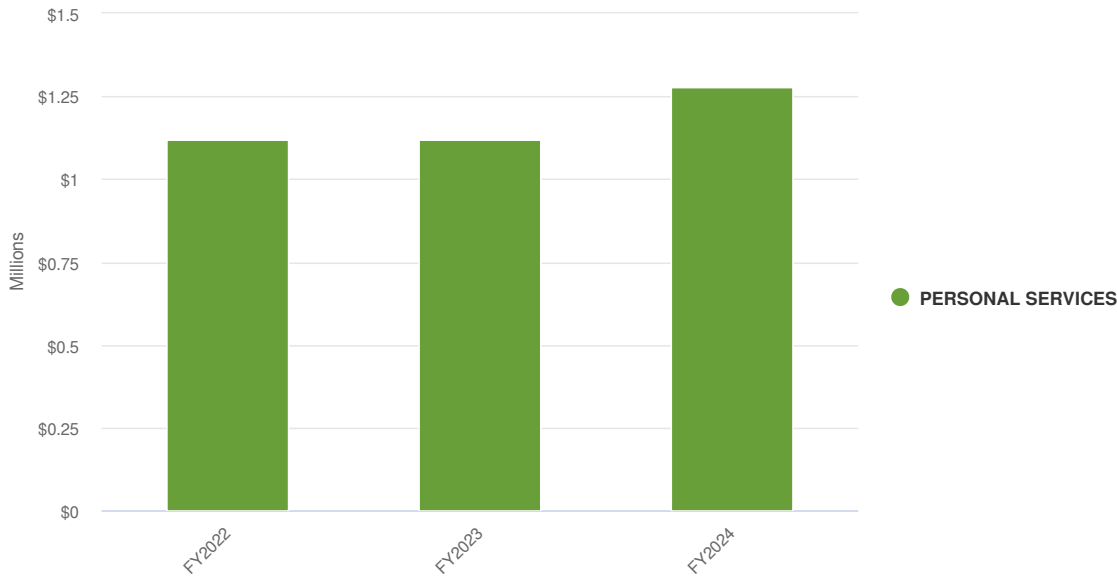


Budget Detail

Personal Services Changes

- Personal Services are projected to be up 10.5% for FY24.
- This is due to updates to staffing costs based on projected expenditures as well as increases to Overtime based on trends.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$833,269	\$846,979	\$770,188	\$795,477
OVERTIME	\$213,217	\$178,500	\$322,899	\$358,500
TRAINING-OVERTIME		\$10,000	\$3,230	\$10,000
LONGEVITY	\$7,950	\$10,500	\$10,700	\$9,000
OUT OF GRADE	\$2,157	\$5,500	\$4,645	\$5,500
HOLIDAYS	\$57,261	\$68,411	\$52,165	\$64,250
PERFECT ATTENDANCE	\$2,900	\$0	\$2,800	
UNIFORM ALLOWANCE	\$11,000	\$11,000	\$11,275	\$11,000
SICK LEAVE BUYBACK			\$24,041	
OTHER LUMP SUM PAYMENTS	\$18,950	\$23,700	\$20,263	\$22,500
Total PERSONAL SERVICES:	\$1,146,703	\$1,154,590	\$1,222,207	\$1,276,227
Total Expense Objects:	\$1,146,703	\$1,154,590	\$1,222,207	\$1,276,227

Personnel Listing

GRADE	POSITION	SALARY BASE	TOTAL
OPER 03	FIRE ALARM OPERATOR	\$ 78,903.14	\$ 88,926.09
OPER 03	FIRE ALARM OPERATOR	\$ 78,903.14	\$ 89,526.09
OPER 01-1	FIRE ALARM OPERATOR	\$ 53,152.50	
OPER 01-1	FIRE ALARM OPERATOR	\$ 53,152.50	
SROP 01	SENIOR FIRE ALARM OPERATOR	\$ 88,371.50	\$ 100,509.20
OPER 03	SENIOR FIRE ALARM OPERATOR	\$ 88,371.50	\$ 89,526.09
OPER 03	FIRE ALARM OPERATOR	\$ 78,903.14	\$ 88,926.09
SROP 01	SENIOR FIRE ALARM OPERATOR	\$ 88,371.50	\$ 100,509.20
SROP 01	SENIOR FIRE ALARM OPERATOR	\$ 88,371.50	\$ 99,759.20
SROP 01	CHIEF FIRE ALARM OPERATOR	\$ 98,976.09	\$ 99,759.20

Police

Charles Femino

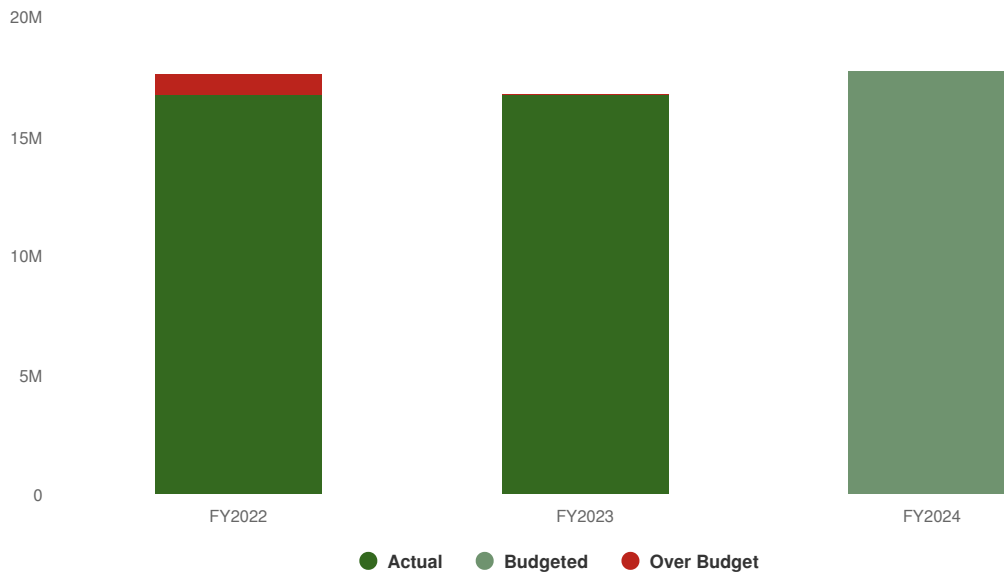
Chief of Police

The Somerville Police Department is resolute in its conviction to compassionate policing and providing our community the highest level of service. We pledge to treat all persons with courtesy, dignity, and respect; and to work closely with elected officials, community organizers, and the Director of Racial & Social Justice on reimagining policing in the City of Somerville.

Expenditures Summary

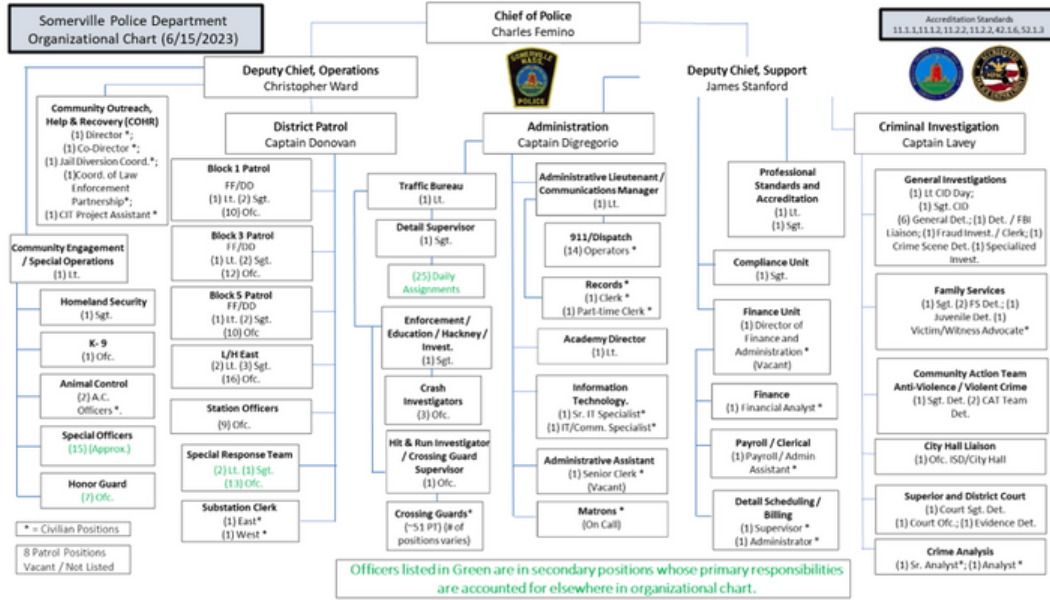
\$17,742,882 **\$1,037,192**
(6.21% vs. prior year)

Police Proposed and Historical Budget vs. Actual



*Please note that the FY21 budget included an additional \$4,476,684 in appropriations after the initial budget to fund the settled contract with the Somerville Police Employees Association (Patrol Union). Of this amount, \$3,411,539 was used for retroactive payments to union members for prior years settled under the agreement.

Organizational Chart



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Address the community's desire for increased traffic safety and to provide for the safe flow of traffic in Somerville.	<ul style="list-style-type: none"> ◦ Traffic enforcement for those drivers who engage in dangerous driving behavior. ◦ Increase traffic education efforts in the areas of motor vehicle, pedestrian and cyclist.
Goal 2: Provide every neighborhood a sense of security and improve quality of life by engaging the community regularly to impart information and gather feedback of on quality of life issues.	<ul style="list-style-type: none"> ◦ Maintain the elevated number of "Park Walk & Talks" conducted. ◦ Provide at least 5 combined dialogue and/or activity sessions for the community and youth.
Goal 3: Improve the Department's outreach efforts in the areas of mental health, substance abuse, and working with the unhoused.	<ul style="list-style-type: none"> ◦ Add a component to in-service training focused on recognizing and documenting behavioral health related calls for service for the purpose of COHR follow-ups. ◦ Strive for 100% compliance for Officer CIT training.
Goal 4: Continue and expand professional development opportunities and internal management best practices to foster a more efficient, collaborative, and responsive police force.	<ul style="list-style-type: none"> ◦ Expand weekly Command Staff meetings to include supervisors of lower ranks. ◦ Conform with standards as outlined in the Massachusetts Police Reform Bill.
Goal 5: Work closely with elected officials, community organizers and the Director of Racial and Social Justice on public safety for all in the City of Somerville	<ul style="list-style-type: none"> ◦ Meet with City Officials and the Director of Racial and Social Justice regularly. ◦ Increase data transparency by increasing the number of datasets available to the public and posting the data on social media outlets.
Goal 6: Provide high quality training to ensure officers are equipped with the skills and information needed to serve and protect the Somerville community.	<ul style="list-style-type: none"> ◦ Meet all training obligations set forth by the Massachusetts Police Training Council ◦ Provide specialized training in the areas of Racial and Social Justice
Goal 7: Review the Somerville Police Staffing & Operations Study results	<ul style="list-style-type: none"> ◦ Open dialogue sessions with SPEA and SPSOA to discuss results and the process of implementation of the Study's recommendations ◦ Implement recommendations that are adopted by the City

Update on FY23 Goals

Goal	Measure of Progress	Status
<p>Goal 1: Provide every neighborhood a sense of security and improve quality of life by building trust and legitimacy through compassionate policing. Continue engagement with the community as part of our award winning community policing philosophy, and our dedication to the youth of the community.</p>	<p>Traffic Education: Continuing to conduct the "Hands-Free Campaign" to educate drivers about the dangers of cell phone use while driving.</p> <p>Park Walk & Talks: In FY 2022, SPD conducted 164 PWTs. SPD set a goal of conducting 300 PWTs in FY2023 and have well surpassed this goal, having conducted 800 PWTs to date.</p> <p>COHR Collaboration: COHR regularly responds to residents as well as 311 inquiries regarding at risk individuals in the community.</p>	Complete
<p>Goal 2: Continue and expand internal management best practices to foster a more efficient, collaborative, and responsive police force. We pledge to treat all persons with courtesy, dignity and respect; and to work closely with elected officials, community organizers and the Director of Racial and Social Justice on reimagining policing in the City of Somerville.</p>	<p>The SPD have met all POST deadlines for the submission of required data.</p> <p>The SPD continues to provide crime data and statistics on its social media pages. The SPD is currently partnering with the RSJ to revise the current website with an emphasis on transparency. This project also involves the SPD crime analysis unit & IT department to construct a site that offers additional transparency to the community.</p>	Complete
<p>Goal 3: Provide high quality training to ensure officers are equipped with the skills and information needed to serve and protect the Somerville community. This includes mandatory trainings that meet all criteria set by the Massachusetts Municipal Police Training Committee as well as expanded training relevant to racial and social justice such as implicit bias, de-escalation, crisis intervention, health and mental wellness, and other similar training.</p>	<p>Nearly all sworn officers to have completed the 40hr CIT program (a course that includes 2.5 hrs specifically dedicated to racial and social justice). New hires to the Department are assigned to attend, and will continue to work toward 100% trained.</p> <p>Additionally, training is available in Juvenile Law Updates and ICAT De-Escalation.</p>	Complete

Budget Detail

Personal Services Changes

Personal Services are projected up \$164,000 for FY24.

- The Director of Finance & Administration position is proposed to be full-time in SPD in FY24.
- Other changes in salaries are due to negotiated collective bargaining agreements and updates to training/overtime/etc.

Ordinary Maintenance Changes

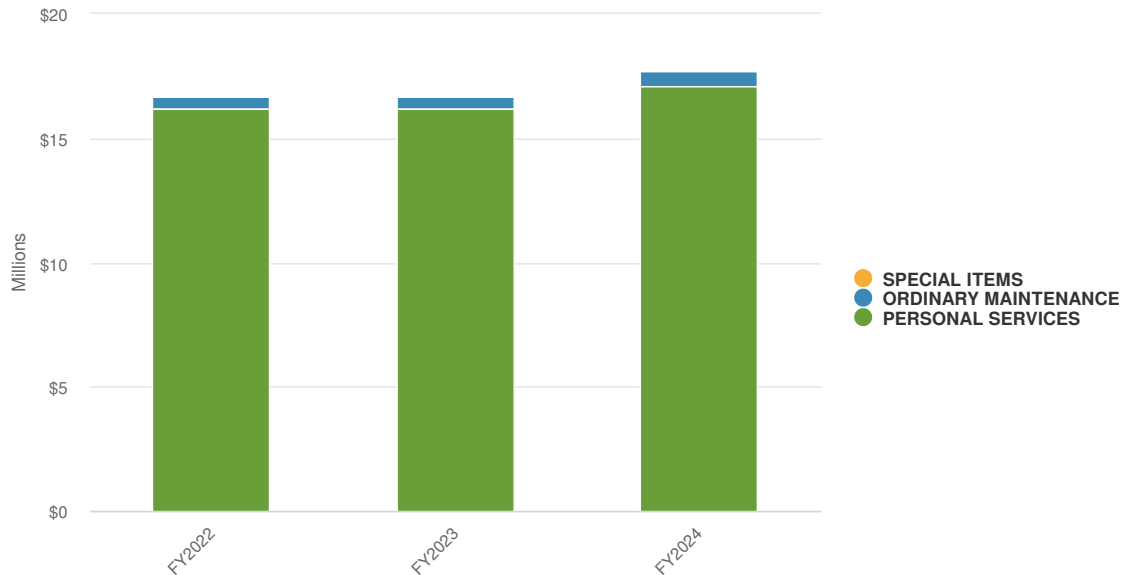
Ordinary Maintenance costs are projected up \$64,000 for FY24.

- This is due to increased costs due to inflation, and a technology modernization project for the SPD evidence room.

Special Items Changes

Special Items are projected up slightly for FY24 related to increased rent for substations.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$12,006,135	\$12,554,304	\$11,763,512	\$12,568,321
CROSSING GUARDS	\$257,915	\$446,807	\$251,918	\$509,666
SALARIES & WAGES TEMPOR'Y	\$0	\$20,000	\$0	\$20,000
OVERTIME	\$1,168,860	\$1,148,500	\$1,410,955	\$1,292,800
TRAINING-OVERTIME	\$350,909	\$308,500	\$354,818	\$308,500
SHIFT DIFFERENTIALS	\$960,682	\$1,032,791	\$933,208	\$1,018,836
LONGEVITY	\$99,800	\$97,100	\$102,050	\$99,100
COURT TIME	\$103,188	\$150,000	\$126,020	\$150,000
OUT OF GRADE	\$16,434	\$12,190	\$12,271	\$12,190
HOLIDAYS	\$745,272	\$789,987	\$717,844	\$767,675

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
HOLIDAYS NON-UNION	\$10,112	\$1,217	\$2,809	\$5,829
HOLIDAYS - S.M.E.A.	\$3,797	\$1,279	\$1,741	\$1,286
PERFECT ATTENDANCE	\$20,975	\$0	\$13,300	\$1,800
EDUCATIONAL INCENTIVE	\$10,667	\$12,000	\$4,000	\$4,000
UNIFORM ALLOWANCE	\$4,600	\$1,400	\$4,650	\$6,150
SICK LEAVE BUYBACK	\$98,067		\$85,209	
WEAPONS PAY	\$64,175	\$76,200	\$64,600	\$72,000
5/2 BUYBACK	\$65,816	\$69,507	\$50,292	\$74,352
OTHER LUMP SUM PAYMENTS	\$906,231	\$0	\$262,820	\$181,262
HAZARDOUS DUTY STIPEND	\$204,658	\$214,155	\$198,251	\$212,018
DETENTION ATTENDANTS	\$1,351	\$15,000	\$6,914	\$15,000
Total PERSONAL SERVICES:	\$17,099,645	\$16,950,937	\$16,367,182	\$17,320,785
ORDINARY MAINTENANCE				
REPAIRS OFFICE EQUIPMENT	\$5,347	\$6,000	\$6,694	\$6,400
EQUIP MAINTENANCE	\$3,685	\$6,500	\$1,880	\$6,900
REPAIRS-RADIO ALARM	\$11,973	\$12,000	\$1,834	\$12,800
MAINT SOFTWARE	\$13,697	\$14,000	\$13,779	\$17,000
RENTALS EQUIPMENT	\$1,993	\$2,000	\$1,461	\$2,100
RENTALS - VEHICLE	\$28,500	\$35,000	\$24,959	\$36,200
RENTAL-WATER COOLER	\$4,592	\$3,000	\$3,903	\$3,300
PROFESSIONL & TECHNCL SVC	\$42,314	\$59,500	\$36,246	\$64,100
MEDICAL & DENTAL SERVICES	\$21,229	\$70,000	\$24,129	\$76,000
IN SERVICE TRAINING OM	\$53,452	\$65,450	\$45,701	\$68,120
SOFTWARE SERVICES	\$16,836	\$18,900	\$17,875	\$39,800
POSTAGE	\$5,071	\$6,000	\$6,115	\$6,500
PSTN-USAGE	\$24,539	\$25,000	\$23,234	\$26,600
WEB SITE COSTS	\$331	\$500	\$640	\$600
OFFICE SUPPLIES	\$14,815	\$15,000	\$13,319	\$14,200
PRINTING & STATIONERY	\$4,559	\$6,000	\$6,085	\$6,300
COMPUTER SUPPLIES	\$6,500	\$6,500	\$1,199	\$6,800
OFFICE EQUIPMENT	\$2,275	\$1,000	\$221	\$1,000
OFFICE FURNITURE	\$2,841	\$1,000	\$377	\$2,500
COMPUTER EQUIPMENT	\$1,460	\$1,500	\$300	\$1,600
OTH EQUIPMENT NOT CAPITALIZE	\$1,591		\$0	\$320
FOOD SUPPLIES & REFRESHMT	\$380	\$2,000	\$633	\$2,100
PUBLIC SAFETY SUPPLIES	\$76,032	\$80,000	\$73,995	\$84,800
MAGAZINES,NEWS,SUBSCRIPTS	\$3,450	\$3,500	\$1,194	\$3,980
BADGES, EMBLEMS, TROPHIES	\$1,483	\$1,000	\$398	\$1,000
PHOTOGRAPHIC SUPPLIES	\$216	\$250	\$0	\$300
SUPPLIES FOR MEN/WOMEN	\$43,866	\$25,000	\$17,895	\$26,780
COLORGUARD	\$3,500	\$3,500	\$3,500	\$3,700
TRAFFIC SUPV SUPPLIES	\$5,996	\$6,000	\$6,000	\$6,300



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
OUT OF STATE TRAVEL		\$0	\$2,039	\$5,500
OUT OF STATE CONFERENCES	\$970	\$2,000	\$4,190	\$2,100
DUES AND MEMBERSHIPS	\$12,307	\$14,000	\$12,972	\$17,300
BAPERN MEMBERSHIP	\$4,301	\$4,300	\$4,301	\$5,300
CARE OF PRISONERS	\$544	\$3,000	\$108	\$3,200
GUN BUYBACK INCENTIVE	\$4,000	\$1,000	\$0	\$3,000
Total ORDINARY MAINTENANCE:	\$424,646	\$500,400	\$357,176	\$564,500
SPECIAL ITEMS				
RENTAL - BUILDINGS	\$50,400	\$51,600	\$51,600	\$60,000
GRANT MATCH			\$7,076	
Total SPECIAL ITEMS:	\$50,400	\$51,600	\$58,676	\$60,000
Total Expense Objects:	\$17,574,691	\$17,502,937	\$16,783,034	\$17,945,285

Professional & Technical Services

Vendor/Project Name	Amount	Notes
BCM Controls Corporation	1,000	Key Card Door System
Besafe Technologies Inc	1,500	School Safety Portal Maintenance
Cambridge Public Health Commission	5,000	Random Drug Testing
Commonwealth Lock Co	2,000	
Creative Office Pavilion LLC	128	Repairs & Parts
JPR Consulting LLC	12,000	Assess Spd Website Implementation
Meditrol Inc	15,000	On-Duty Injury Claim
New England Trauma Services LLC	3,000	Bio Hazard Clean Up
T-Mobile Usa Inc	100	Investigation By Traffic
Language Interpretation Svc	1,000	Professional Standards
External Investigation	2,000	Professional Standards
Student Survey/SHS	4,000	
LAN-Tel Communications	4,000	

Personnel Listing

			Fiscal Year	
Grade/Step		Position	Base% Appropriations	TOTAL
CHIEF		CHIEF	247,064	100% 248,015
DEPUTY CHIEF	1	DEPUTY CHIEF	223,822	100% 224,682
DEPUTY CHIEF	2	DEPUTY CHIEF	223,822	100% 224,682
CAPTAIN+25%	1	CAPTAIN	155,284	100% 182,551
CAPTAIN+25%	2	CAPTAIN	155,284	100% 182,551
CAPTAIN+25%	3	CAPTAIN	155,284	100% 182,551
LT+25%	1	LIEUTENANT	132,157	100% 156,748
LT+25%	2	LIEUTENANT	132,157	100% 155,959
LT+20%	3	LIEUTENANT	126,871	100% 150,876
LT+25%	4	LIEUTENANT	132,157	100% 158,259
LT+25%	5	LIEUTENANT	132,157	100% 155,959
LT+25%	6	LIEUTENANT	132,157	100% 158,259
LT+20%	7	LIEUTENANT	126,871	100% 151,193
LT+20%	8	LIEUTENANT	126,871	100% 151,185
LT+25%	9	LIEUTENANT	132,157	100% 155,459
LT+25%	10	LIEUTENANT	132,157	100% 157,312
LT+20%	11	LIEUTENANT	126,871	100% 150,549
SGT+10%	1	SERGEANT	98,977	100% 120,744
SGT+25%	2	SERGEANT	112,474	100% 135,246
SGT+25%	3	SERGEANT	112,474	100% 134,027
SGT+20%	4	SERGEANT	107,975	100% 131,810
SGT+25%	5	SERGEANT	112,474	100% 134,514
SGT	6	SERGEANT	89,979	100% 108,221
SGT	7	SERGEANT	89,979	100% 111,794
SGT+25%	8	SERGEANT	112,474	100% 133,327
SGT+25%	9	SERGEANT	112,474	100% 132,827
SGT+10%	10	SERGEANT	98,977	100% 118,063
SGT+10%	11	SERGEANT	98,977	100% 122,376
SGT+25%	12	SERGEANT	112,474	100% 135,358
SGT+20%	13	SERGEANT	107,975	100% 128,406
SGT+25%	14	SERGEANT	112,474	100% 132,827
SGT+20%	15	SERGEANT	107,975	100% 129,326
SGT+25%	16	SERGEANT	112,474	100% 134,050
SGT+25%	17	SERGEANT	112,474	100% 133,510
SGT+25%	18	SERGEANT	112,474	100% 133,510
PATROL04	1	PATROL04	72,858	100% 89,389
PATROL04+20%	2	PATROL04	87,429	100% 105,966
PATROL04+25%	3	PATROL04	91,072	100% 108,908
PATROL04	4	PATROL04	72,858	100% 90,789
PATROL04	5	PATROL04	72,858	100% 90,245
PATROL04+20%	6	PATROL04	87,429	100% 106,033
PATROL04+20%	7	PATROL04	87,429	100% 105,002
PATROL04+25%	8	PATROL04	91,072	100% 108,904
PATROL04	9	PATROL04	72,858	100% 89,389
PATROL04+20%	10	PATROL04	87,429	100% 104,998
PATROL04+25%	11	PATROL04	91,072	100% 107,218
PATROL04+25%	12	PATROL04	91,072	100% 110,422
PATROL04+10%	13	PATROL04	80,143	100% 97,952
PATROL04	14	PATROL04	72,858	100% 90,781
PATROL04	15	PATROL04	72,858	100% 90,241
PATROL04+20%	16	PATROL04	87,429	100% 105,602
PATROL04	17	PATROL04	72,858	100% 90,078
PATROL04+10%	18	PATROL04	80,143	100% 98,056
PATROL04+25%	19	PATROL04	91,072	100% 108,804
PATROL04+10%	20	PATROL04	80,143	98,056
PATROL04	21	PATROL04	72,858	100% 89,381
PATROL04+25%	22	PATROL04	91,072	100% 109,516



PATROL04+10%	23	PATROL04	80,143	100% 96,464
PATROL04	24	PATROL04	72,858	100% 90,594
PATROL04+20%	25	PATROL04	87,429	100% 105,110
PATROL04	26	PATROL04	72,858	100% 90,245
PATROL04+20%	27	PATROL04	87,429	100% 103,733
PATROL 04	28	PATROL04	72,858	100% 89,381
PATROL04	29	PATROL04	72,858	100% 89,381
PATROL04+20%	30	PATROL04	87,429	100% 105,610
PATROL04+10%	31	PATROL04	87,429	100% 105,010
PATROL04	32	PATROL04	72,858	100% 89,389
PATROL04+20%	33	PATROL04	87,429	100% 103,733
PATROL04+20%	34	PATROL04	87,429	100% 105,498
PATROL04	35	PATROL04	72,858	100% 92,194
PATROL04+25%	36	PATROL04	91,072	100% 109,516
PATROL04+10%	37	PATROL04	80,143	100% 97,300
PATROL04+25%	38	PATROL04	91,072	100% 109,772
PATROL04	39	PATROL04	72,858	100% 90,141
PATROL04+25%	40	PATROL04	91,072	100% 109,404
PATROL04+20%	41	PATROL04	87,429	100% 103,733
PATROL04+20%	42	PATROL04	87,429	100% 104,998
PATROL04	43	PATROL04	72,858	100% 89,277
PATROL04+10%	44	PATROL04	80,143	100% 98,156
PATROL04+10%	45	PATROL04	80,143	100% 98,500
PATROL04+20%	46	PATROL04	87,429	100% 103,733
PATROL04	47	PATROL04	72,858	100% 89,377
PATROL04	48	PATROL04	72,858	100% 89,277
PATROL04+5%	49	PATROL04	25,010	100% 96,761
PATROL04+10%			53,943	
PATROL04+25%	50	PATROL04	91,072	100% 109,016
PATROL04+25%	51	PATROL04	91,072	100% 109,668
PATROL04+5%	52	PATROL04	76,501	100% 93,183
PATROL04	53	PATROL04	72,858	100% 93,506
PATROL04	54	PATROL04	72,858	100% 89,981
PATROL04+10%	55	PATROL04	80,143	100% 97,300
PATROL 04	56	PATROL04	72,858	100% 90,245
PATROL04+20%	57	PATROL04	87,429	100% 103,233
PATROL04	58	PATROL04	72,858	100% 90,741
PATROL04	59	PATROL04	72,858	100% 88,594
PATROL04+25%	60	PATROL04	91,072	100% 108,908
PATROL04+25%	61	PATROL04	91,072	100% 108,804
PATROL04	62	PATROL04	72,858	100% 90,345
PATROL 04	63	PATROL04	72,858	100% 90,245
PATROL04+20%	64	PATROL04	87,429	100% 105,002
PATROL04+20%	65	PATROL04	87,429	100% 105,498
PATROL04+10%	66	PATROL04	80,143	100% 98,056
PATROL04+10%	67	PATROL04	80,143	100% 97,800
PATROL04	68	PATROL04	72,858	100% 89,277
PATROL04	69	PATROL04	72,858	100% 87,294
PATROL04+25%	70	PATROL04	91,072	100% 110,104
PATROL04+25%	71	PATROL04	91,072	100% 108,916
PATROL04	72	PATROL04	72,858	100% 88,594
PATROL03	1	PATROL03	66,423	100% 87,292
PATROL04+10%		PATROL04	4,932	
PATROL03	2	PATROL03	66,423	100% 86,843
PATROL04		PATROL04	4,484	
PATROL02	1	PATROL02	52,422	100% 78,011
PATROL03		PATROL03	10,072	
PATROL02	2	PATROL02	52,422	100% 77,155
PATROL03		PATROL03	10,072	

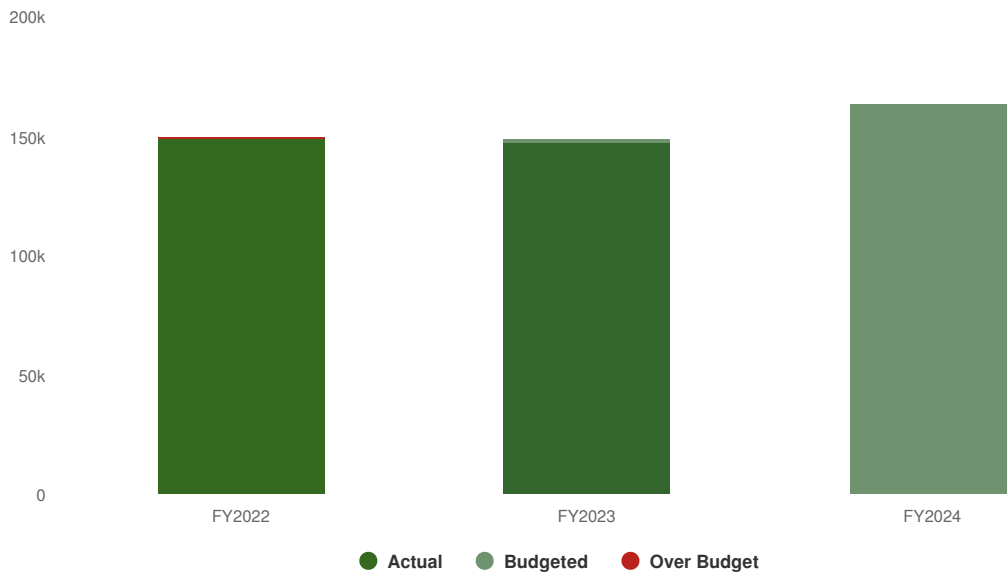
PATROL02	3	PATROL02	52,422	100% 77,155
PATROL03		PATROL03	10,072	
PATROL02	4	PATROL02	52,422	100% 77,147
PATROL03		PATROL03	10,072	
PATROL01	1	PATROL01	4,782	100% 75,512
PATROL02		PATROL02	56,184	
PATROL01	2	PATROL01	4,782	100% 75,408
PATROL02		PATROL02	56,184	
PATROL01	3	PATROL01	4,782	100% 75,512
PATROL02		PATROL02	56,184	
PATROL01	1	PATROL01	37,804	100% 73,473
PATROL02		PATROL02	22,097	
	82			
PATROL01	1	PATROL01	59,210	100% 75,315
PATROL01	2	PATROL01	59,210	100% 75,315
PATROL01	4	PATROL01	59,210	100% 75,315
PATROL01	3	PATROL01	59,210	100% 75,315
PATROL01	5	PATROL01	59,210	100% 75,315
	6	PATROL01	59,210	100% 75,315
DIR OF FINANCE/ADMIN	NU6-5	DIRECTOR OF FINANCE & ADMINISTRATION	97,419	100% 97,794
IT/COMMUNICATIONS DIRECTOR	NU6-11	IT/COMMUNICATIONS CILIVIAN	109,710	100% 110,132
IT/COMMUNICATIONS JR. CLERK	NU11-7	IT/COMMUNICATIONS JR. CLERK	67,570	100% 67,830
FINANCIAL ANALYST	NU9-12	FINANCIAL ANALYST	93,253	100% 93,612
SR. CRIME ANALYST	NU8-9	SR. CRIME ANALYST	93,733	100% 94,093
CRIME ANALYST	NU11-10	CRIME ANALYST	71,705	100% 71,981
VICTIM WITNESS ADVOCATE	NU12-14	VICTIM WITNESS ADVOCATE	64,680	100% 64,929
RECORDS CLERK	NU13-11	RECORDS CLERK	54,855	100% 55,066
RECORDS CLERK	NU13-7 (19 Hrs)	RECORDS CLERK-PART TIME		100% 24,072
COHR DIRECTOR	NU9-12	COHR DIRECTOR	93,253	100% 93,612
CLINICAL COORDINATOR	NU11-12	CLINICAL COORDINATOR	74,602	100% 38,074
(NEW) JAIL DIVERSION CLINICIAN	NU11-12	(NEW) JAIL DIVERSION CLINICIAN	64,946	75% 64,946
(NEW) JAIL DIVERSION CLINICIAN	NU11-12	(NEW) JAIL DIVERSION CLINICIAN	64,946	75% 64,946
SR. CLERK	SMEA-B CLER4-5	SR. CLERK-SUBSTATION	46,284	100% 46,962
SR. CLERK	SMEA-B CLER4-5	SR. CLERK-SUBSTATION	46,284	100% 48,012
ADMINISTRATIVE ASSISTANT	SMEA-B ADMN2A-7	ADMIN ASST	63,702	100% 65,997
SR. CLERK	SMEA-B CLER4-2	SR. CLERK	44,923	100% 45,096
DETAIL SUPERVISOR	SMEA D (H7)	DETAIL SUPERVISOR	79,345	100% 81,200
DETAIL CLERK	SMEA D (A7)	DETAIL CLERK	53,814	100% 54,870

Animal Control

Expenditures Summary

\$163,278 **\$14,363**
(9.65% vs. prior year)

Animal Control Proposed and Historical Budget vs. Actual



Budget Detail

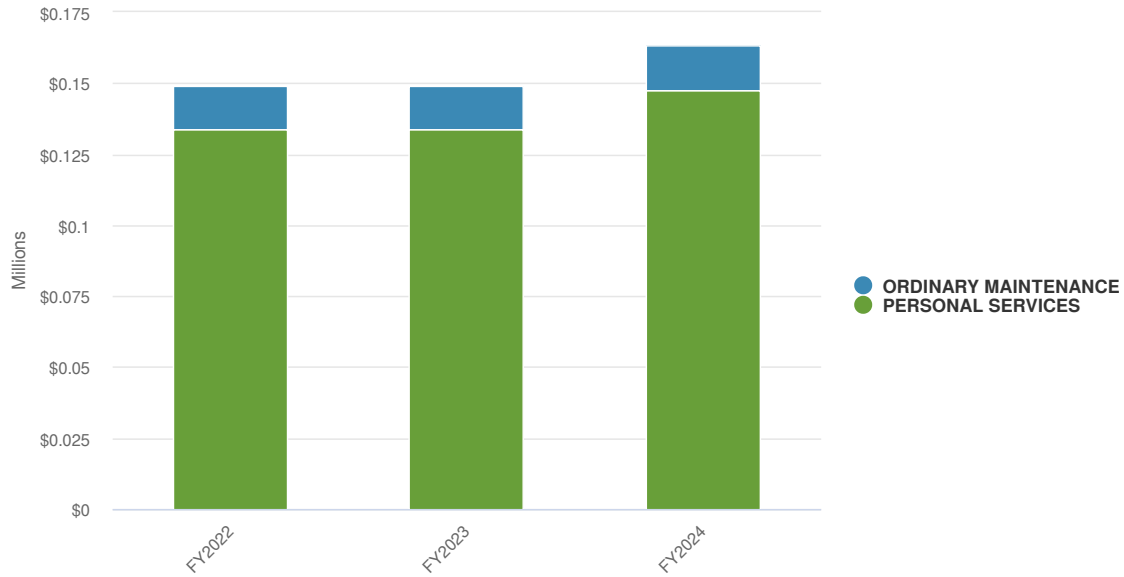
Personal Services Changes

Personal Services are projected up 8% for FY24.
◦ Changes are primarily due to an \$11,000 increase in Overtime.

Ordinary Maintenance Changes

Ordinary Maintenance costs are proposed nearly flat for FY24

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$115,992	\$117,603	\$117,602	\$118,323
OVERTIME	\$12,170	\$10,200	\$13,095	\$22,000
LONGEVITY	\$600	\$1,600	\$600	\$850
OTHER DIFFERENTIALS	\$4,461	\$4,529	\$4,506	\$4,574
HOLIDAYS - S.M.E.A.	\$899	\$0	\$343	\$231
UNIFORM ALLOWANCE	\$1,400	\$1,400	\$1,400	\$1,400
OTHR LUMP		\$300	\$0	
Total PERSONAL SERVICES:	\$135,522	\$135,632	\$137,546	\$147,378
ORDINARY MAINTENANCE				
KENNELS	\$0	\$2,000	\$0	
PROFESSIONL & TECHNCL SVC	\$5,074	\$6,000	\$6,072	\$7,500
IN SERVICE TRAINING OM	\$390	\$200	\$0	\$400
POSTAGE	\$500	\$500	\$500	\$500
OFFICE SUPPLIES	\$1,999	\$2,000	\$1,325	\$2,000
STATIONERY	\$1,210	\$1,300	\$0	\$1,100
PUBLIC SAFETY SUPPLIES	\$2,986	\$3,000	\$1,994	\$4,300
BADGES, EMBLEMS, TROPHIES	\$0	\$100	\$0	\$100
Total ORDINARY MAINTENANCE:	\$12,159	\$15,100	\$9,892	\$15,900
Total Expense Objects:	\$147,681	\$150,732	\$147,438	\$163,278

Personnel Listing

Grade/Step Position		Base	TOTAL
4	ANIMAL CONTROL OFFICER	58,278.48	61,219.96
7	ANIMAL CONTROL OFFICER	60,044.40	64,157.83

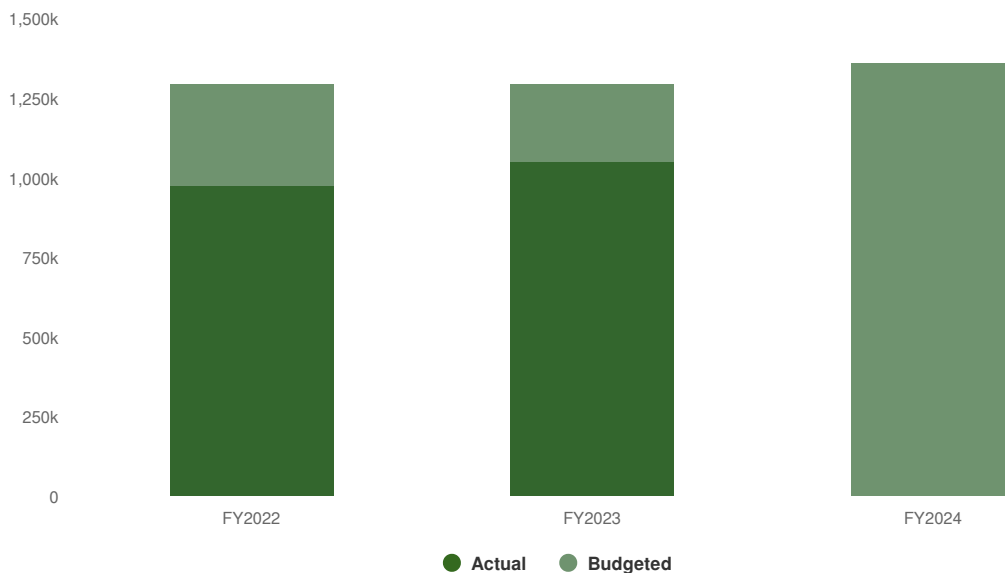


E-911

Expenditures Summary

\$1,362,458 **\$65,422**
(5.04% vs. prior year)

E-911 Proposed and Historical Budget vs. Actual



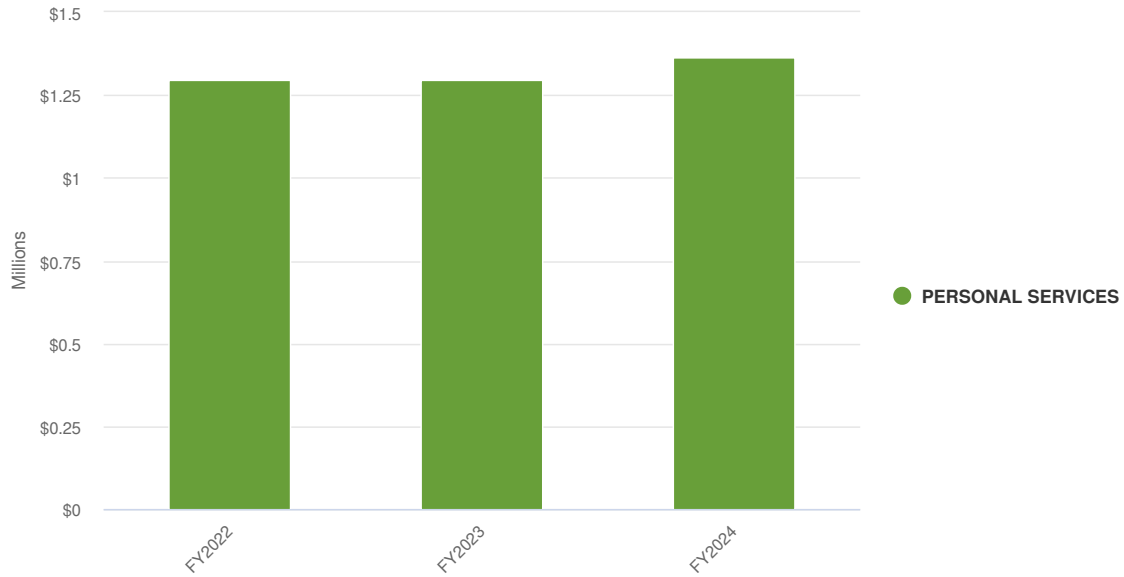
Budget Detail

Personal Services Changes

Personal Services are projected up 5% for FY24.

- This is due to updates to salary-related objects based on budgeted needs for FY24.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$627,443	\$955,484	\$637,891	\$966,101
OVERTIME	\$195,177	\$215,325	\$259,669	\$217,480
SHIFT DIFFERENTIALS	\$53,443	\$53,584	\$54,367	\$54,001
LONGEVITY	\$16,600	\$16,400	\$15,200	\$17,550
HOLIDAYS	\$74,199	\$49,422	\$78,472	\$100,326
PERFECT ATTENDANCE	\$3,800		\$0	
UNIFORM ALLOWANCE	\$7,000	\$7,000	\$7,000	\$7,000
OTHER LUMP SUM PAYMENTS			\$1,018	
Total PERSONAL SERVICES:	\$977,662	\$1,297,215	\$1,053,618	\$1,362,458
Total Expense Objects:	\$977,662	\$1,297,215	\$1,053,618	\$1,362,458

Personnel Listing

		Fiscal Year	
Grade/Step Position		Base	TOTAL
9	E-911 OPERATOR	70,468.84	82,820.42
9	E-911 OPERATOR	70,468.84	81,369.03
8	E-911 OPERATOR	69,427.28	82,864.69
5	E-911 OPERATOR	66,394.64	80,020.34
5	E-911 OPERATOR	66,394.64	78,834.18
9	E-911 OPERATOR	70,468.84	81,389.36
8	E-911 OPERATOR	69,427.28	82,986.66
8	E-911 OPERATOR	69,427.28	85,149.12
9	E-911 OPERATOR	70,468.84	82,787.89
9	E-911 OPERATOR	70,468.84	81,369.03
5	E-911 OPERATOR	66,394.64	78,284.63
5	E-911 OPERATOR	66,394.64	80,469.27
8	E-911 OPERATOR	69,427.28	85,202.53
9	E-911 OPERATOR	70,468.84	81,430.01
Totals		966,100.72	1,144,977.12



Emergency Management

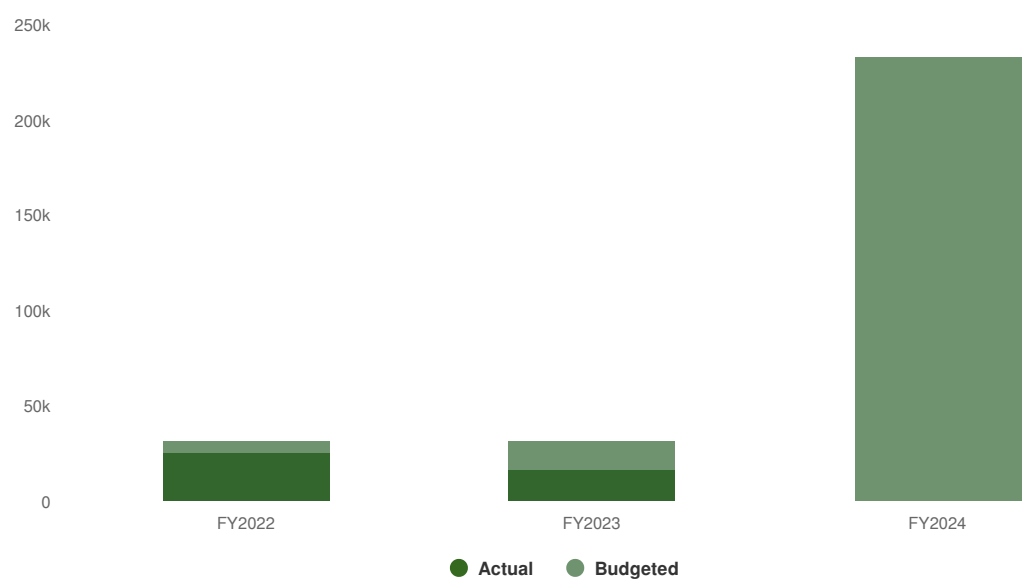
To create, monitor, and implement comprehensive emergency management plans and activities. The Department of Emergency Management works to ensure the well-being and safety of Somerville residents, businesses, organizations, and visitors before, during, and after emergencies.

Expenditures Summary

\$232,992

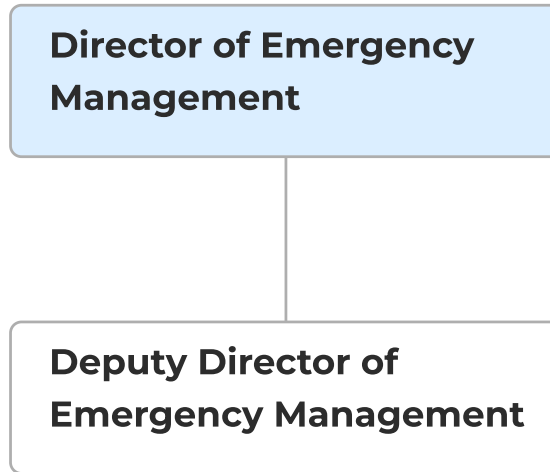
\$201,476
(639.28% vs. prior year)

Emergency Management Proposed and Historical Budget vs. Actual



Organizational Chart

Emergency Management

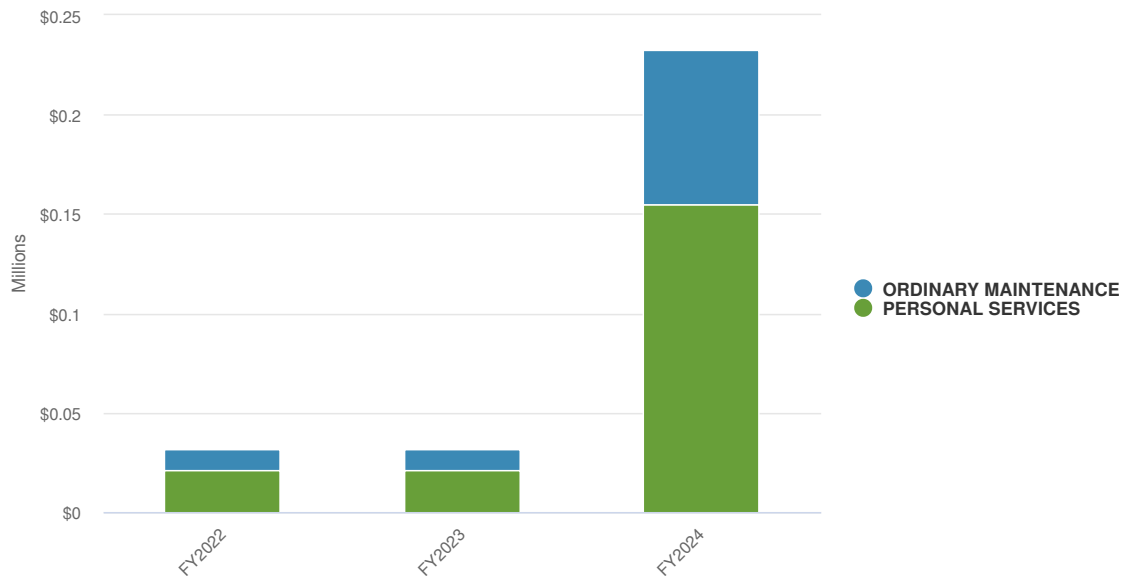


FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Develop a physical and virtual emergency operations center capability for municipal agencies and stakeholders to collaborate during a crisis	Establish and maintain a combined virtual and physical unified and coordinated operational structure that can be implemented rapidly following or in anticipation of a qualifying event
Goal 2: Collaborate with the Communications & Community Engagement Department to enhance the City's alert & warning capabilities with the goal of increasing the speed of message distribution.	Successfully partner with CCE to produce clear protocols and enhance speed and spread of message distribution, including in multiple languages
Goal 3: Partner with Chief Administrative Officer to create and/or bolster systematic emergency plans for a wide range of potential events.	Complete ongoing review, produce updated emergency plans, run mock drills, and proactively test/orient with stakeholders
Goal 4: Collaborate with the RSJ Department in the Public Safety for All process by providing subject matter expertise, and work closely with the Public Safety for All Task Force and the Chief Administrative Officer in implementation of recommendations.	Support the work of the Public Safety for All Task Force, through attendance of meetings, community engagement, advising on subject matter expert areas. Provide training on emergency management and related policies to the PSFA Task Force. Aid in identifying disparities in emergency management practices and outcomes.
Goal 5: Collaborate with the Department of Racial and Social Justice and other departments to integrate equity and inclusivity in all aspects of emergency management.	Continue to identify vulnerable populations in need of support during emergencies and incorporate their needs into planning and coordination of services. Standardize and document processes for identifying and supporting populations affected by disasters and their specific needs/vulnerabilities.

Budget Detail

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$20,429	\$61,128	\$12,249	\$153,937
HOLIDAYS NON-UNION			\$0	\$1,005
Total PERSONAL SERVICES:	\$20,429	\$61,128	\$12,249	\$154,942
ORDINARY MAINTENANCE				
CERTIFICATION		\$3,000	\$0	
PROF&TECH		\$25,000	\$0	\$50,000
EE TRAIN		\$5,600	\$0	\$5,600
TRAIN OM			\$0	\$3,000
POSTAGE		\$50	\$0	\$50
COMP EQUIP		\$15,000	\$0	\$0
OTH EQUIP		\$10,000	\$0	\$0
PUBLIC SAFETY SUPPLIES	\$0	\$10,000	\$0	\$10,000
UNIFORMS	\$936	\$500	\$0	\$500
IN ST TRAV		\$1,200	\$0	\$1,200
IN STATE CONFERENCES		\$200	\$30	\$200
OUT OF STATE TRAVEL		\$4,500	\$3,846	\$4,500
OUT CONFER		\$1,500	\$0	\$1,500
DUES AND MEMBERSHIPS	\$300	\$1,500	\$199	\$1,500
INSURANCE PREMIUMS	\$469	\$0	\$0	
Total ORDINARY MAINTENANCE:	\$1,705	\$78,050	\$4,075	\$78,050

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Total Expense Objects:	\$22,133	\$139,178	\$16,324	\$232,992



Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1.1: Develop a physical and virtual emergency operations center capability for municipal agencies and stakeholders to collaborate during a crisis	Within 10 minutes of a potential or actual incident, establish and maintain a virtual unified and coordinated operational structure and process across one jurisdiction affected and with 50 partner organizations involved in incident management. Maintain for one month.	In Progress: Set up several virtual EOCs across City in response to actual or potential incidents, including MBTA Orange and Green line shut downs. On pause until hire of Director of EM.
Goal 1.2: Develop a physical and virtual emergency operations center capability for municipal agencies and stakeholders to collaborate during a crisis	Within one hour of a potential or actual incident, establish and maintain a combined virtual and physical unified and coordinated operational structure and process across one jurisdiction affected and with 50 partner organizations involved in incident management. Maintain for one week.	
Goal 2.1: Collaborate with the Health & Human Services Department to establish sheltering capabilities to provide temporary shelter for Somerville residents during emergencies ranging from as small as a house fire to as large as a citywide extended power outage	Within two hours of an incident, provide emergency sheltering for 200 people requiring shelter, including 50 people with access and functional needs (requiring accessible shelter), and 30 animals requiring shelter. Maintain for one week.	In Progress. Explored shelter options in preparation for a large emergency event. Led interdepartmental partnership with ISD, HHS, OHS, SOIA, SPS, and other City departments to establish support for basic needs following sizeable displacements of vulnerable residents. Collaborated with HHS, numerous City departments, and Somerville Homeless Coalition to provide overnight warming center during three winter weather events.
Goal 2.2: Collaborate with the Health & Human Services Department to establish sheltering capabilities to provide temporary shelter for Somerville residents during emergencies ranging from as small as a house fire to as large as a citywide extended power outage	Within 72 hours of an incident, move 40 people requiring temporary, non-congregate housing, including 10 people with access and functional needs (requiring accessible, temporary, non-congregate housing), from congregate care to temporary housing.	
Goal 2.3: Collaborate with the Health & Human Services Department to establish sheltering capabilities to provide temporary shelter for Somerville residents during emergencies ranging from as small as a house fire to as large as a citywide extended power outage	Within one hour of a National Weather Service extreme heat warning, extreme cold warning, or a large-scale power outage lasting more than eight hours, provide three temperature-controlled warming/cooling/charging centers servicing 75 visits per day, including 30 visits of people with access and functional needs (requiring accessibility). Maintain for the 12 daytime hours that the warning or power outage is in effect and transition remaining visitors to other sheltering services at night.	
Goal 3: Collaborate with the Communications & Community Engagement Department to enhance the City's alert & warning capabilities with the goal increase the speed of message distribution and leverage FEMA's Integrated Public Alert & Warning System	Within three minutes notice of an incident, deliver reliable and actionable information to 60,000 people affected, including 2,000 people with access and functional needs (affected) and 6,000 people with limited English proficiency affected.	In Progress: Initial work commenced with CCE, recommendation of Emergency Management PIO initially under CCE
Goal 4.1: Reorganize emergency management, preparedness, and homeland security grants management under the Emergency Management Department to advocate for UASI regional investments and prepare a strategy for coordinated FEMA UASI, FEMA EMPG, FEMA CCP, PHMSA HMEP, CDC PHEP, and municipal budget cycles	Convene public safety, public health, and public works grant committee and implement one EMPG grant proposal from grant application through closeout in FY23	In Progress: Initial progress on EMPG and UASI grant proposals made in partnership with public safety departments.

Goal 4.2: Reorganize emergency management, preparedness, and homeland security grants management under the Emergency Management Department to advocate for UASI regional investments and prepare a strategy for coordinated FEMA UASI, FEMA EMPG, FEMA CCP, PHMSA HMEP, CDC PHEP, and municipal budget cycles	Convene public safety, public health, and public works grant committee and implement three UASI grant proposals from grant application through closeout in FY23	
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Personnel Listing

FTE	GradeJob Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU6(NEW) Deputy Director of Emergency Management	12/1/2023	\$56,695	\$57,139
1	NU3(NEW to GF) Emergency Management Director	10/1/2023	\$97,241	\$98,004

Parking

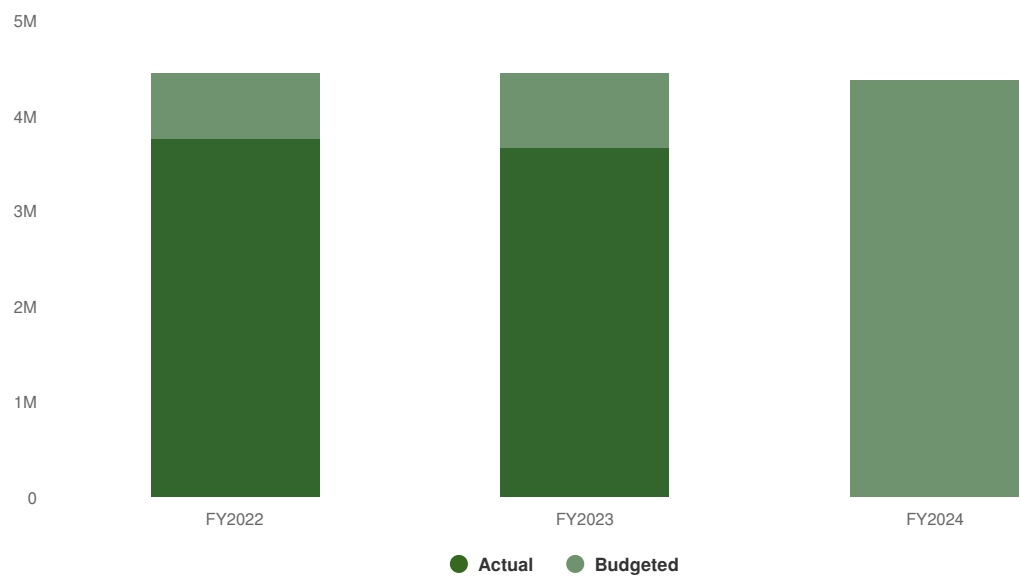
Suzanne Rinfret
Director of Parking

The Parking Department serves resident, business, and visitor parking needs through the work of its three divisions: Administration, Enforcement, and Maintenance. The Department issues over 20 permit types, enforces parking regulations citywide, and maintains the City’s meters and signs. The Department advises and coordinates with every department in the City on all matters related to parking and advises the City’s Traffic Commission in developing rules and regulations. The Parking Department is dedicated to providing accurate, courteous, and efficient customer service to our residents, businesses, and visitors through enhanced technologies, extensive business analysis, and consistently high professional performance.

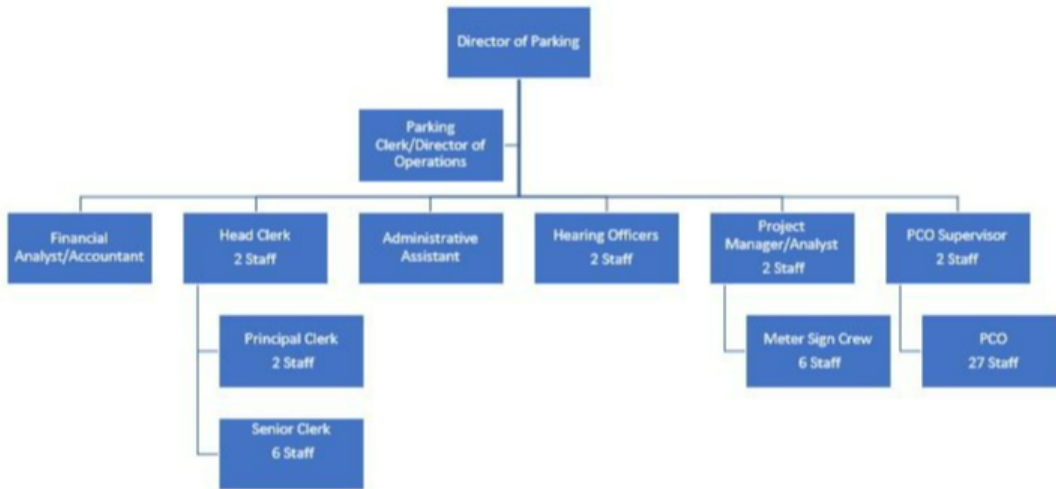
Expenditures Summary

\$4,375,245 **-\$78,109**
(-1.75% vs. prior year)

Parking Proposed and Historical Budget vs. Actual



Organizational Chart



Update on FY23 Goals

Goal	Measure of Progress	Status
<p>Goal 1: Leverage new technologies to improve operational efficiency and enhance customer service.</p> <ul style="list-style-type: none"> ◦ Expand meter payment options by increasing the touchless payment systems to three apps. ◦ Upgrade to a web-based permitting and enforcement platform that will provide a dedicated client success representative to support the Parking Department in current and future integrations with meter/kiosks/pay by cell technologies as well as data reporting and newest technology in handheld devices for enforcement and reporting. 	<ul style="list-style-type: none"> ◦ Expanded meter payment options by accepting payment through the ParkBoston App. ◦ Working with Ticket/Permit Processing Company to upgrade their technology in order to support a web-based permitting and enforcement platform. 	In Progress
<p>Goal 2: Evaluate parking policies and operations to meet current and future constituent needs, as well as Climate Forward mobility priorities.</p> <ul style="list-style-type: none"> ◦ Assess the parking website at least quarterly for ease of navigation and use, as well as to ensure clear, accurate information. ◦ Complete the comprehensive parking study in collaboration with OSPCD Mobility Division and Parking Task Force. ◦ Initiate recommendations of the comprehensive parking study in collaboration with OSPCD Mobility Division. 	<ul style="list-style-type: none"> ◦ Continue to upgrade the website with new information and fix any outdated information. ◦ The Parking Study is complete; reviewing the data to make recommendations. ◦ Working with central business districts and residents on changes to parking regulations. 	Complete

<p>Goal 3: Improve accessibility and safety of streets, supporting the City's Vision Zero goals, through maintenance of signs and enforcement of safety regulations.</p> <ul style="list-style-type: none"> ◦ Utilize QAlert to manage sign maintenance workload, including constituent and internal missing and damaged sign reports, and document sign repair work completed. ◦ Complete the installation and maintain safety zone signage throughout neighborhoods, reducing the speed limit to 20 MPH. ◦ Collaborate with Engineering on increasing daylighting tactics to ensure the safety of pedestrians at crosswalks throughout the city. 	<p>QAlert: Processed over 12,500 requests so far in FY23, with a 97% closure rate.</p> <ul style="list-style-type: none"> • 966 requests completed for damaged, missing, or new signs • 284 requests completed for meter placement, removal, malfunctions <p>Safety Zone signs: 13 signs installed; 90% expect to be completed this year.</p> <p>Daylighting on Broadway from Alewifebrook Parkway to Ball Sq Bridge is completed. We expect complete daylighting on Broadway by the end of 2023.</p> <p>Completed College Ave protected bike lane project and implemented Holland St. bike lane project. Project included installing or relocating 27 signs and 51 meters.</p>	<p>Complete</p>
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FY24 Goals & Measures of Progress

Goal	Measure of Progress
<p>Goal 1: Leverage new technologies to improve operational efficiency and enhance customer service.</p> <ul style="list-style-type: none"> ◦ Camera technology for enforcement in areas prone to violations. ◦ Upgrade permitting & enforcement platform. ◦ Maintain parking website 	<ul style="list-style-type: none"> ◦ Enforce areas that are prone to violations with the use of camera technology. Determine locations for up to 4 Safety Sticks to be deployed. ◦ Continue to collaborate with the ticket processing company to streamline the permit ordering/approval/issuance of the permits. ◦ Conduct quarterly assessments of the parking website for ease of navigation and use, as well as to ensure clear, accurate information
<p>Goal 2: Evaluate parking policies and operation to meet current and future constituent needs, as well as Climate Forward mobility priorities.</p> <ul style="list-style-type: none"> ◦ Initiate recommendations of the comprehensive parking study in collaboration with OSPCD Mobility Division. ◦ Evaluate the costs and availability of Business Permits 	<ul style="list-style-type: none"> ◦ Meet with residents at Community Meetings and business groups to listen to concerns and potential solutions to making the streets safer while making parking most beneficial to their needs. ◦ Work with SomerStat to develop an initial evaluation plan & proposals for assessing costs and availability of Business Permits relative to amount of available parking.
<p>Goal 3: Improve accessibility and safety of streets supporting the City's Vision Zero goals, through maintenance of signs and enforcement of regulations.</p> <ul style="list-style-type: none"> ◦ Evaluate the arrival/dismissal regulations & practices at each school. ◦ Utilize Qalert to manage sign maintenance working load, including constituent and internal missing and damaged sign reports, constituent illegal parking complaints and requests. 	<ul style="list-style-type: none"> ◦ Assess current conditions at arrival/dismissal and evaluate the data with the individual schools. Begin work on a plan for arrival/dismissal for designated areas. ◦ Continue maintaining 90% or better response & completion rate for 311 requests ◦ Continue daylighting installation & enforcement to ensure the safety of pedestrians at crosswalks. ◦ Complete installation of 20MPH safety zone signage.

Budget Detail

Personal Services Changes

Personal Services are projected to have a slight increase.

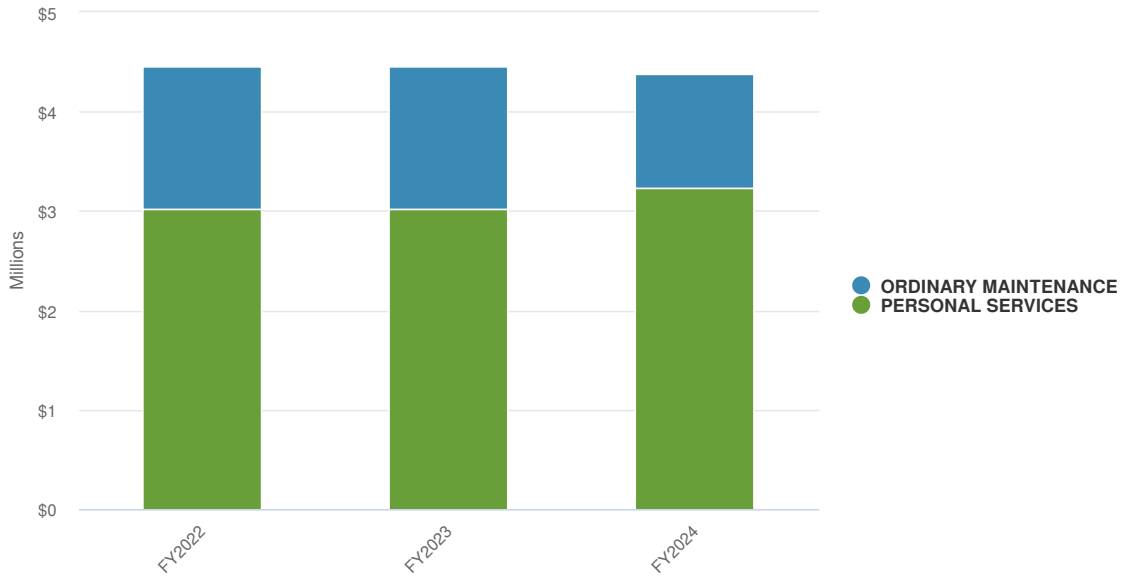
- A new Program Manager position has been added to assist with curb management projects.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to be down for FY24

- Decreasing the credit card convenience fees to the city by passing some fees to constituents.
- The cost of the Ticket/Permit Processing contract has decreased due to vendor costs.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$2,502,033	\$2,822,032	\$2,468,367	\$2,912,223
SALARIES - MONTHLY	\$3,498	\$3,500	\$2,915	\$3,500
SALARIES & WAGES TEMPOR'Y			\$13,925	\$14,854
OVERTIME	\$105,203	\$130,000	\$176,535	\$130,000
LONGEVITY	\$24,125	\$25,875	\$23,375	\$21,450
OUT OF GRADE	\$10,827	\$10,000	\$8,687	\$10,000
OTHER DIFFERENTIALS	\$61,519	\$67,872	\$59,424	\$67,872
HOLIDAYS NON-UNION	\$2,507	\$884	\$883	\$5,546
HOLIDAYS - S.M.E.A.	\$19,737	\$4,425	\$8,651	\$18,460
PERFECT ATTENDANCE	\$2,400	\$0	\$1,600	\$600
UNIFORM ALLOWANCE	\$27,735	\$25,900	\$28,400	\$25,900
OTHER LUMP SUM PAYMENTS	\$2,000	\$2,000	\$7,470	\$2,000
AUTO ALLOWANCE	\$15,078	\$15,950	\$14,482	\$16,500
Total PERSONAL SERVICES:	\$2,776,662	\$3,108,438	\$2,814,715	\$3,228,905
ORDINARY MAINTENANCE				
R&M - BUILDINGS & GROUNDS	\$0	\$2,500	\$0	\$2,500
REPAIRS-VEHICLES	\$0	\$2,000	\$0	\$2,000
REPAIRS-COMMUN. EQUIP.	\$0	\$9,500	\$0	\$9,500
REPAIRS-PARKING METERS	\$32,216	\$69,940	\$31,594	\$69,940
MAINT CONTRACT-OFFC EQUIP	\$2,941	\$5,146	\$3,063	\$5,355
RENTALS	\$40,708	\$43,000	\$40,305	\$43,000

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
POSTAGE MACHINE RENTAL	\$1,086	\$1,261	\$1,086	\$1,261
RENTAL-WATER COOLER	\$296	\$1,000	\$421	\$1,000
PROFESSIONL & TECHNCL SVC	\$455,960	\$575,799	\$334,283	\$487,634
EMPLOYEE TRAINING COURSES	\$0	\$250	\$0	\$250
ADVERTISING	\$3,360	\$8,500	\$2,820	\$8,500
POSTAGE	\$28,000	\$35,000	\$35,000	\$30,000
OFFICE SUPPLIES	\$8,834	\$6,500	\$8,999	\$8,500
PRINTING & STATIONERY	\$49,530	\$46,250	\$23,466	\$49,000
OFFICE EQUIPMENT	\$519	\$250	\$3,285	\$250
COMPUTER EQUIPMENT	\$213	\$850	\$2,364	\$850
HARDWARE & SMALL TOOLS	\$8,513	\$5,000	\$14,897	\$5,000
SIGNS AND CONES	\$96,202	\$87,083	\$47,715	\$97,000
UNIFORMS	\$4,468	\$2,500	\$6,045	\$3,500
BADGES, EMBLEMS, TROPHIES	\$0	\$500	\$0	\$500
IN STATE CONFERENCES	\$209	\$900	\$1,158	\$900
OUT OF STATE TRAVEL	\$405		\$0	
DUES AND MEMBERSHIPS	\$400	\$900	\$600	\$900
CREDIT CARD CONVENIENCE FEE	\$356,625	\$447,414	\$293,855	\$319,000
Total ORDINARY MAINTENANCE:	\$1,090,485	\$1,352,043	\$850,957	\$1,146,340
Total Expense Objects:	\$3,867,147	\$4,460,481	\$3,665,672	\$4,375,245

FY24 Professional & Technical Services

Project/Allocation	Estimate
Conduent	\$297,120
ProShred	\$515
Flow	\$9,999
Delinquent Collection	\$10,000
IPS	\$45,000
Parkeon/Flowbird	\$15,000
MPS Safety Stick	\$110,000

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU9	(NEW) Project Manager	10/1/2023	\$60,776	\$61,253
1	NU9	Accountant	7/1/2023	\$86,151	\$86,827
1	ADMN2A	Administrative Assistant SMEA B	7/1/2023	\$65,234	\$68,696
1	NU9	Director of Operations & PCO Supervisor	7/1/2023	\$95,118	\$95,864
1	NU3	Director of Parking	7/1/2023	\$155,233	\$156,451
1	CLER1	Head Clerk	7/1/2023	\$59,330	\$60,146
1	CLER1	Head Clerk	7/1/2023	\$57,015	\$57,813
0.5	NU13	Hearing Officer - PT 20Hrs	7/1/2023	\$31,505	\$31,753
0.7	NU13	Hearing Officer - PT 28Hrs	7/1/2023	\$36,184	\$36,467
1	TRAF3	Meter/Sign Repairperson	7/1/2023	\$51,637	\$59,222
1	TRAF3	Meter/Sign Repairperson	7/1/2023	\$51,637	\$59,222
1	TRAF2	Parking Control Officer	7/1/2023	\$48,107	\$56,074
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$57,683
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$57,683
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$52,583
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$52,583
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$57,683
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$58,883
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$58,733
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$52,933
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$57,783
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$58,783
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$57,683
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$53,633
1	TRAF2	Parking Control Officer	7/1/2023	\$48,107	\$56,074
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$58,683
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$52,583
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$52,683
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$52,683
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$52,683
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$52,583
1	TRAF2	Parking Control Officer	7/1/2023	\$49,074	\$57,783
1	TRAF2	Parking Control Officer	7/1/2023	\$47,236	\$55,075
1	TRAF2	Parking Control Officer	7/1/2023	\$47,631	\$50,578
1	TRAF2	Parking Control Officer	7/1/2023	\$47,631	\$50,578
1	TRAF2	Parking Control Officer	7/1/2023	\$47,631	\$50,578
1	TRAF2	Parking Control Officer	7/1/2023	\$47,318	\$47,500
1	TRAF2	Parking Control Officer	8/1/2023	\$43,164	\$50,328
1	TRAF3	Parking Meter Repairman	7/1/2023	\$55,361	\$58,941
1	TRAF3	Parking Meter Repairperson	8/1/2023	\$47,262	\$54,204
1	E	PCO Supervisor	7/1/2023	\$72,138	\$85,835
1	E	PCO Supervisor	7/1/2023	\$72,138	\$78,189
1	CLER3	Principal Clerk	7/1/2023	\$49,404	\$50,142
1	CLER3	Principal Clerk	8/1/2023	\$44,771	\$45,442
1	NU11	Project Analyst	7/1/2023	\$70,300	\$70,851
1	CLER4	Senior Clerk	7/1/2023	\$46,464	\$47,178
1	CLER4	Senior Clerk	7/1/2023	\$45,097	\$45,801
1	CLER4	Senior Clerk	7/1/2023	\$45,097	\$45,801
1	CLER4	Senior Clerk	7/1/2023	\$45,097	\$45,801

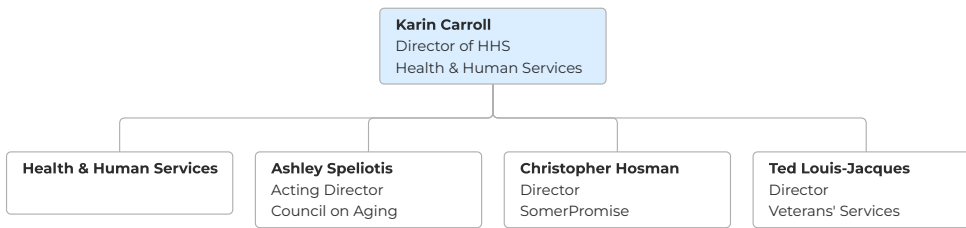


1	CLER4	Senior Clerk	8/1/2023	\$40,868	\$41,646
1	CLER4	Senior Clerk	8/1/2023	\$40,868	\$41,646
1	TRAF3	Sign Repairman	7/1/2023	\$56,473	\$60,100
1	TRAF3	Sign Repairman	8/1/2023	\$47,262	\$49,614

Health & Human Services

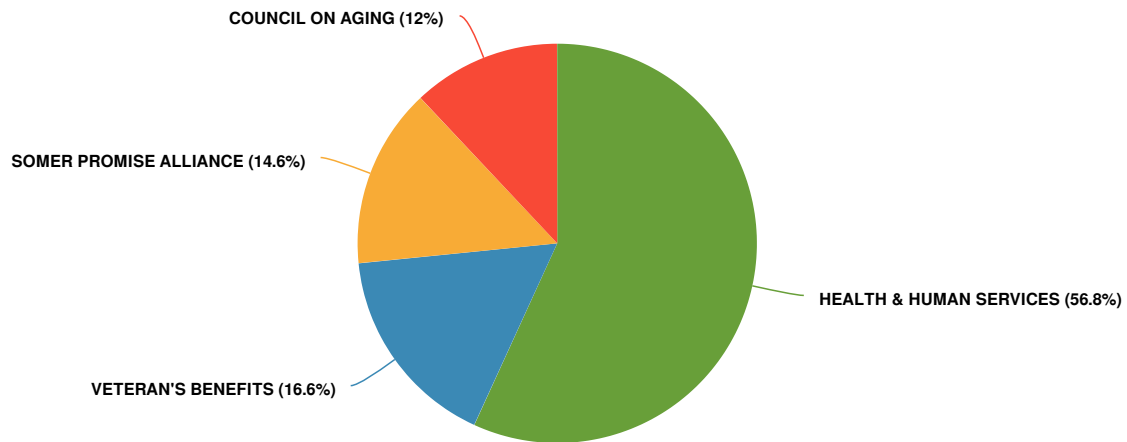
Health & Human Services Organizational Chart

HHS Organizational Chart

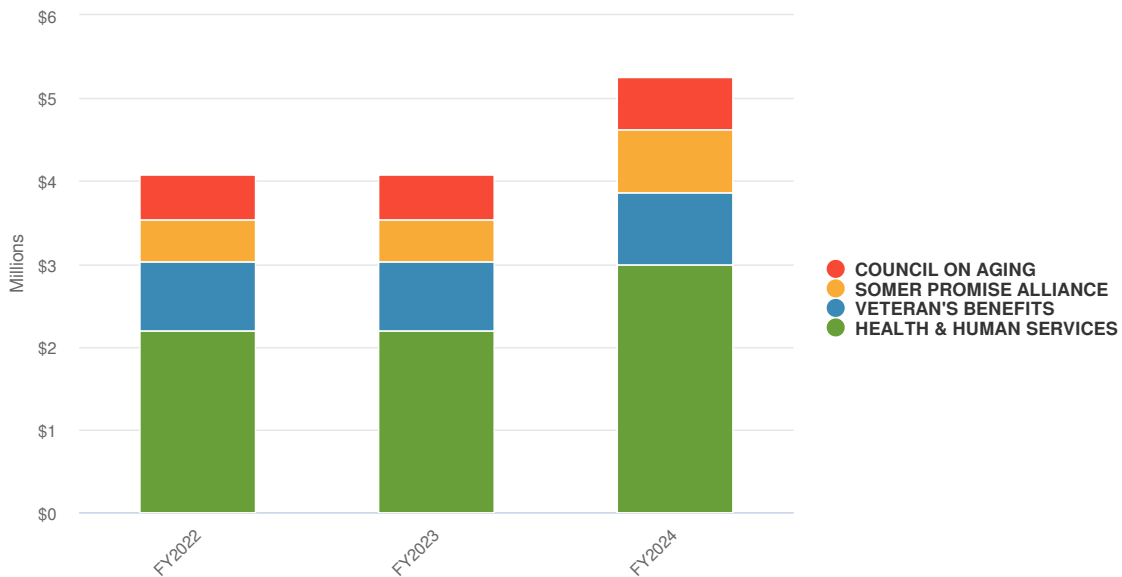


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Heath & Human Services

Karin Carroll
Health and Human Services Director

To protect and improve the community's health and well-being through prevention, community engagement, inclusion, accessibility, and promotion of healthy behaviors and the environment.

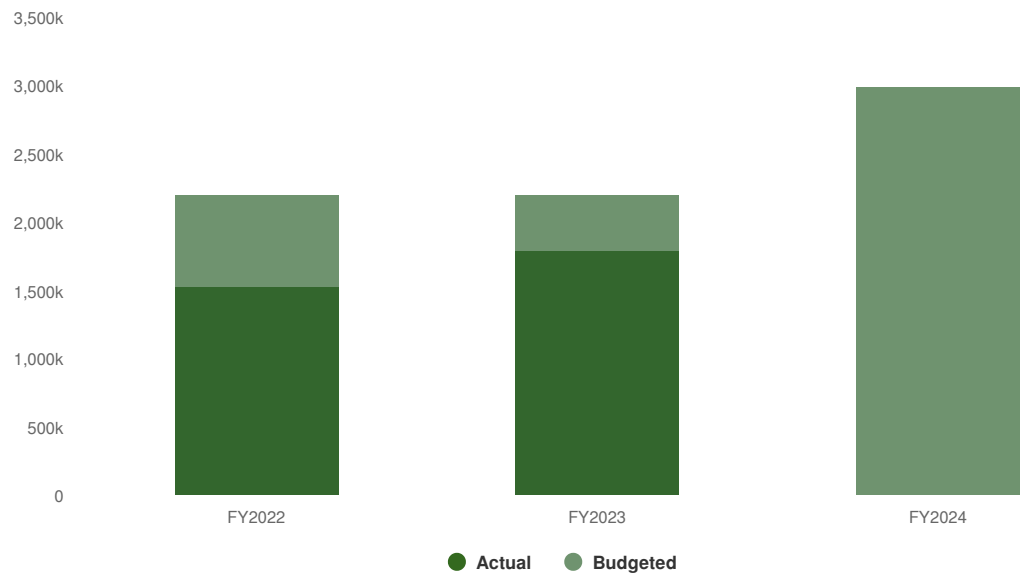
Expenditures Summary

\$2,988,277

\$787,376

(35.78% vs. prior year)

HHS Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Improve community level access to affordable, nutritious and culturally appropriate foods.	<ul style="list-style-type: none"> ◦ Expand mobile market to 2 additional weekends. ◦ Once a month, review and update mobile market and food resources in print and online materials for accuracy. ◦ Identify initiatives and projects outlined in the Food Action Plan that can be categorized into City-led, City-supported and City-catalyzed to build capacity internally and among key stakeholders.
Goal 2: Reduce SNAP gap in Somerville	<ul style="list-style-type: none"> ◦ Research opportunities to provide enrollment provider services to most vulnerable (SNAP and Mass Health). ◦ Build revenue stream and capacity in HHS and increases opportunity to reduce SNAP gap in Somerville. ◦ Assess feasibility of offering benefit enrollment in HHS.
Goal 3: Develop capacity to recruit, train, and bill for CHW services in a wide variety of settings to improve health and reduce disparities via outreach, language capacity and lived experience.	<ul style="list-style-type: none"> ◦ Hire and orient CHW Supervisor to develop policies and procedures for CHW Program. ◦ Hire CHWs (1 Prevention).
Goal 4: Expand the range of harm reduction services offered in Somerville in order to save lives, reduce health disparities and to ensure access to health/wrap-around services.	Executed contract for Technical Assistance with OnPoint regarding various planning aspects of an Overdose Prevention Site.
Goal 5: Improve health equity and reduce disparities through a robust, targeted health communications strategy.	Establish a work plan with the new HHS Health Communications Officer to utilize funds allocated for media, graphics etc to amplify public health messaging.
Goal 6: Address health disparities.	Execute contract for 3 vending machines to provide free sanitary products.
Goal 7: Provide safe and supportive services for all in need with a focus on the unhoused who experience some of the greatest health disparities.	<p>Manage SHC Engagement Center contract- 1/4ly updates and invoices</p> <p>Partner with multiple debts/agencies re cooling stations and prevention of weather-related illness</p> <p>Execute contract for operating an overnight shelter in winter months.</p>

Goal 8: Research evidence based practices to maximize existing resources and staff to their fullest potential and highest of licensure and engage with Medical Reserve Corps meaningfully and regularly for additional capacity supports.

- Identify existing staff that may be able to build capacity and expand skills within their role to address SDoH (Mass Health, SNAP, health screenings)
- Create quarterly MRC engagement opportunities or trainings to build relationships and capacity for large scale or emergency events

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Continue to work toward health equity for all Somerville constituents by leading and supporting efforts to improve healthy food access, safe and active mobility, access to mental health services, prevention education, environmental health resources, and quality public health.	Increased community engagement and participation in HHS services and programs by 10% or much more: ~200 cases managed, increase in client referrals, 100 trained in Narcan, 12 MAT referrals, 150 additional followers, 5000+ cab rides to food/medicine (400+ unique clients), 4600+ people used SNAP match at Farmers' Markets.	Complete
Goal 2: Expand the role of the HHS staff to increase community outreach and engagement.	-Implement partnerships with public health nurses and youth service providers/SPS to develop services and programming	-Complete
Goal 3: Provide prevention, education and service opportunities to Somerville youth and the community.	A number of staff and initiatives are focused on youth mental health. Youth Coordinator position filled 4/23. Youth Director hired 6_23.	Complete
Goal 4: Hire LGBTQ+ Service Coordinator to identify areas for improvement in the City and engage community around needed supports.	Hired & oriented to full-time role	Complete
Goal 5: Strengthen relationship with regional Medical Reserve Corps (MRC) for assistance with vaccination clinics and other outreach opportunities.	<ul style="list-style-type: none"> ◦ 1 training/info session recruiting new MRC ◦ 2 Activations for Sheltering, Harm Reduction back packs ◦ 20 volunteers engaged 	Complete
Goal 6: Assess internal HHS policies and procedures for improvements and advancements in communication, collaboration and shared services.	<ul style="list-style-type: none"> ◦ Began collaborations with DPW, SPD, SFD, Matt, Parks & Rec, HR, and DICO's on developing Exposure Control Plan and Sharps and Needlestick Exposure policy (including, vaccinations, trainings, data collection) to comply with OSHA standards and regulations. ◦ Working towards a written SOP with DPW on communication plan for alerting PHN staff of power outages and emergencies requiring use of vaccine refrigeration. Developed generalized HHS and PHN onboarding toolkit for all oncoming and existing staff to promote efficiency, collaboration, and professional development opportunities. Ordered back-up batteries to provide 2.5 hrs of coverage during outages. 	Complete

Budget Detail

Personal Services Changes

Personal Services are projected up 19% for FY2024

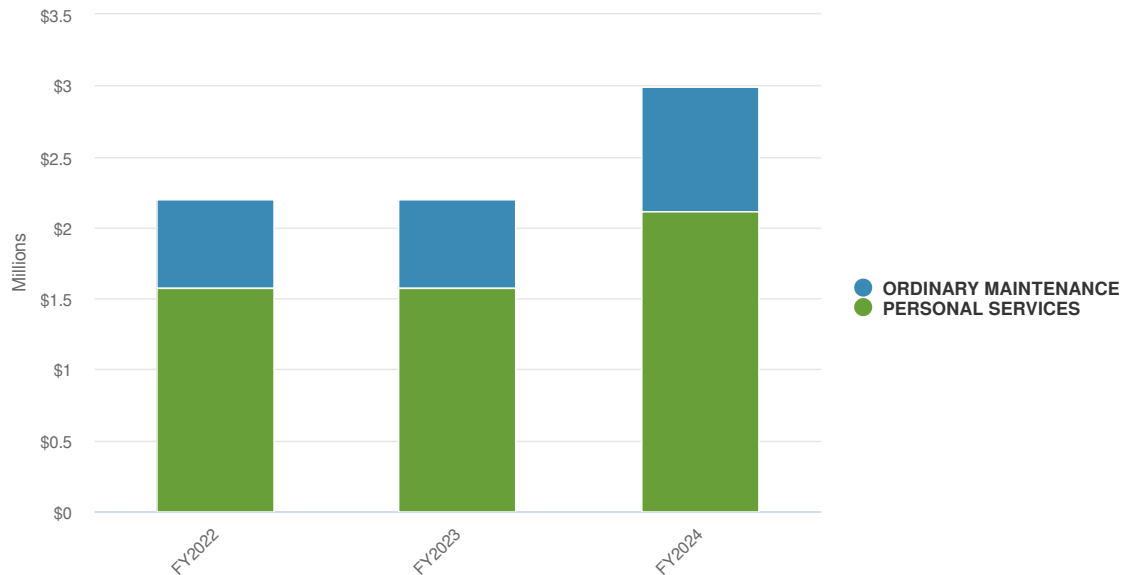
- New positions include three Community Health Workers and a Food Access Coordinator (Transitioned from ARPA).

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 22% for FY24

- Budgets have been adjusted up due to increases in costs of program supplies and materials as well as projects such as free sanitary products in City restrooms, a youth-focused needs assessment, and funding for Technical Assistance for Overdose Prevention Services.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$1,019,045	\$1,731,584	\$1,230,491	\$2,034,329
SALARIES - MONTHLY	\$18,968	\$11,628	\$11,628	\$11,628
SALARIES & WAGES TEMPORARY	\$27,724	\$27,000	\$41,003	\$44,500
OVERTIME	\$5,749	\$8,034	\$7,430	\$8,034
LONGEVITY	\$2,300	\$0	\$850	\$850
OUT OF GRADE	\$5,463		\$4,173	
HOLIDAYS NON-UNION	\$5,703	\$2,472	\$2,420	\$12,397
HOLIDAYS - S.M.E.A.	\$4,006	\$856	\$2,658	\$3,214
PERFECT ATTENDANCE			\$0	\$700
UNIFORM ALLOWANCE			\$1,050	\$291
OTHER LUMP SUM PAYMENTS	\$40,611	\$0	\$0	\$2,887
AUTO ALLOWANCE	\$0	\$1,200	\$1,402	\$340

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Total PERSONAL SERVICES:	\$1,129,569	\$1,782,774	\$1,303,105	\$2,119,170
ORDINARY MAINTENANCE				
REPAIRS OFFICE EQUIPMENT	\$295	\$200	\$0	\$200
MAINT CONTRACT-OFFC EQUIP	\$3,050	\$3,150	\$3,050	\$3,500
R&M - RECONDITIONING EQUIP	\$0	\$1,215	\$0	\$1,215
RENTALS	\$0	\$500	\$0	\$500
RENTAL-WATER COOLER	\$192	\$400	\$464	\$700
PROFESSIONL & TECHNCL SVC	\$470,691	\$631,980	\$433,888	\$673,567
EMPLOYEE TRAINING COURSES	\$1,829	\$7,000	\$3,808	\$22,500
ADVERTISING	\$0	\$300	\$284	\$300
POSTAGE	\$61	\$1,000	\$0	\$800
EXPRESS/FREIGHT	\$37	\$50	\$20	\$50
LICENSING FEES	\$0	\$620	\$551	\$1,000
OFFICE SUPPLIES	\$3,713	\$7,000	\$9,315	\$9,000
PRINTING & STATIONERY	\$2,167	\$6,750	\$540	\$6,750
OFFICE EQUIPMENT	\$0	\$1,000	\$311	\$1,000
OFFICE FURNITURE NOT CAPITALIZ	\$407	\$2,400	\$3,790	\$2,400
FOOD SUPPLIES & REFRESHMT	\$630	\$3,000	\$1,100	\$4,000
MEDICAL/DENTAL SUPPLIES	\$18,858	\$23,000	\$20,740	\$59,323
EDUCATIONAL SUPPLIES	\$0	\$500	\$0	\$5,500
MAGAZINES & PUBLICATIONS	\$72	\$100	\$0	\$500
UNIFORMS	\$836	\$1,600	\$1,033	\$1,000
FLOWERS & FLAGS			\$58	
BADGES,EMBLEMS,TROPHIES,MEDALL	\$0	\$200	\$0	\$200
PROGRAM SUPPLIES & MATLS	\$9,463	\$15,000	\$3,484	\$22,678
IN STATE TRAVEL	\$0	\$400	\$138	\$2,200
IN STATE CONFERENCES	\$417	\$800	\$2,409	\$2,000
OUT OF STATE TRAVEL	\$0	\$1,000	\$2,612	\$1,500
OUT OF STATE CONFERENCES	\$0	\$1,000	\$760	\$1,400
DUES AND MEMBERSHIPS	\$2,204	\$3,600	\$930	\$3,600
REIMB OF LICENSES	\$320	\$885	\$114	\$885
REIMB/ALLOWANCES			\$195	
Total ORDINARY MAINTENANCE:	\$515,241	\$714,650	\$489,596	\$828,267
Total Expense Objects:	\$1,644,811	\$2,497,424	\$1,792,701	\$2,947,437



FY24 Professional & Technical Services

Project/Allocation	Estimate
Medicaid Billing Contract	\$ 74,750
Teen Empowerment	\$ 422,000
Mental Health Emergency On-Call Services	\$ 11,500
Mental Health Training & Education	\$ 17,200
Nutrition Consultant	\$ 39,767
Medical Waste Removal	\$ 2,070
YRBS	\$ 10,120
Urban Agriculture	\$ 9,775
Graphic Design	\$ 1,725
Technical Assistance for Overdose Prevention Site	\$ 10,000
SNAP Match	\$ 70,000
The Throne	\$ 11,500
Heating/Cooling Specialist	\$ 3,000
Local Food Support	\$ 6,000
Youth-focused needs assessment	\$ 10,000
Media/Comms Support	\$ 15,000

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU11	(NEW) Food Access Coordinator	7/1/2023	\$67,570	\$68,090
1	NU12	(NEW) Community Health Worker	8/1/2023	\$49,538	\$49,926
1	NU12	(NEW) Community Health Worker	10/1/2023	\$40,517	\$40,835
1	NU12	(NEW) Community Health Worker	10/1/2023	\$40,517	\$40,835
1	7	Administrative Assistant SMEA A	7/1/2023	\$89,006	\$90,554
		Board of Health Chair	7/1/2023	\$3,996	\$4,011
		Board of Health Member	7/1/2023	\$3,816	\$3,831
		Board of Health Member	7/1/2023	\$3,816	\$3,831
1	NU11	Case Manager	7/1/2023	\$67,570	\$68,100
1	NU11	Case Manager	8/1/2023	\$59,445	\$59,911
1	NU9SW	Clinical Youth Specialist	7/1/2023	\$86,151	\$86,827
1	NU9SW	Clinical Youth Specialist	7/1/2023	\$88,217	\$88,909
1	NU7	Deputy Director - Human Services	7/1/2023	\$107,801	\$108,646
1	NU7	Deputy Director - Public Health	7/1/2023	\$95,724	\$96,475
1	NU4	Director of Health & Human Services	7/1/2023	\$128,883	\$129,894
1	NU9	Director of Prevention Service	7/1/2023	\$89,632	\$90,335
1	NU11	Director of Tobacco Control	7/1/2023	\$76,095	\$76,692
1	NU7	Finance Manager	8/1/2023	\$84,214	\$84,875
1	NU9	Food Access & Healthy Communities Director	7/1/2023	\$97,021	\$97,782
1	NU12	Grants Analyst	8/1/2023	\$49,538	\$49,926
1	NU10	Health Communications Officer	7/1/2023	\$70,358	\$70,910
1	NU11	Healthy Communities Coordinator	7/1/2023	\$70,300	\$70,851
1	NU11	LGBTQ+ Services Coordinator	7/1/2023	\$67,570	\$68,100
1	NU8	Mental Health Services Manager	7/1/2023	\$86,595	\$87,274
1	NU11	Program Director	7/1/2023	\$74,602	\$75,188
1	10	Public Health Nurse Manager	9/1/2023	\$73,194	\$74,059
1	6	Public Health Preparedness Nurse	7/1/2023	\$81,750	\$82,391
1	NU11SW	Social Worker	7/1/2023	\$69,190	\$69,733
1	NU11SW	Social Worker	7/1/2023	\$65,417	\$65,668
1	NU11	Substance Use Prevention Coordinator	7/1/2023	\$68,922	\$69,197
1	NU9	Youth Services Director	8/1/2023	\$74,306	\$74,889
1	NU11	Youth Services Manager	7/1/2023	\$64,946	\$65,456

Council on Aging



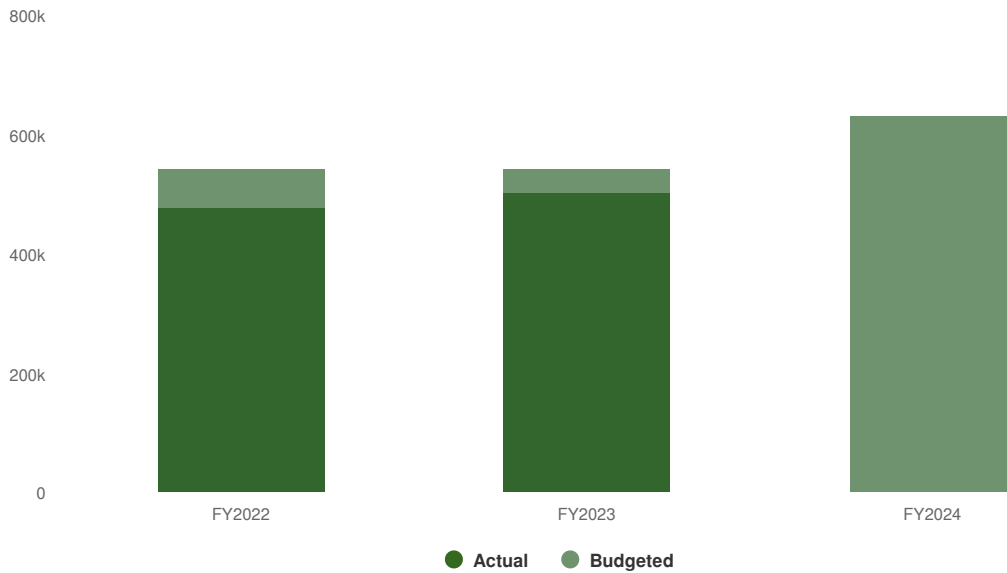
Ashley Speliotis
Council on Aging Director

The Somerville Council on Aging provides comprehensive services that enhance the lives of the older adult population and enriches the community at large. The Council on Aging promotes and safeguards the health and independence of older adults through advocacy and providing meaningful social and recreational opportunities. The COA provides access to fitness, health and wellness activities, socialization opportunities, educational programming and mental health and support services in a safe and welcoming environment.

Expenditures Summary

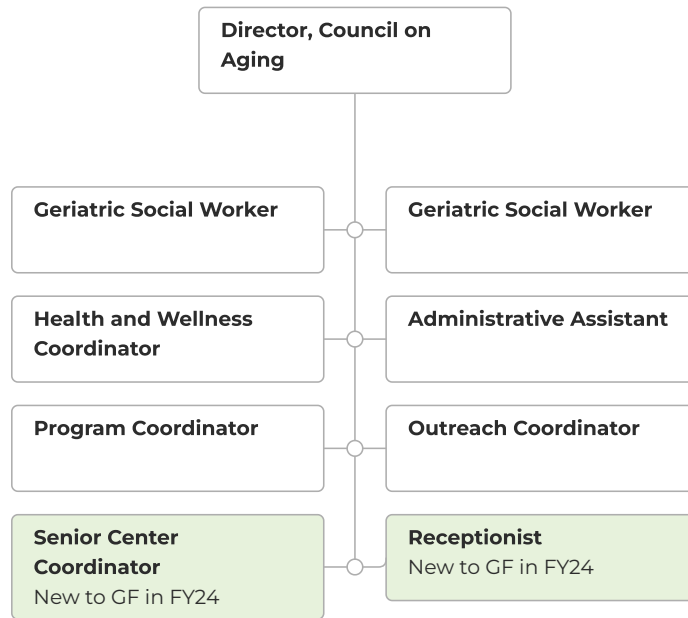
\$631,715 **\$87,932**
(16.17% vs. prior year)

Council on Aging Proposed and Historical Budget vs. Actual



Organizational Chart

Council on Aging



FY24 Goals & Measures of Progress

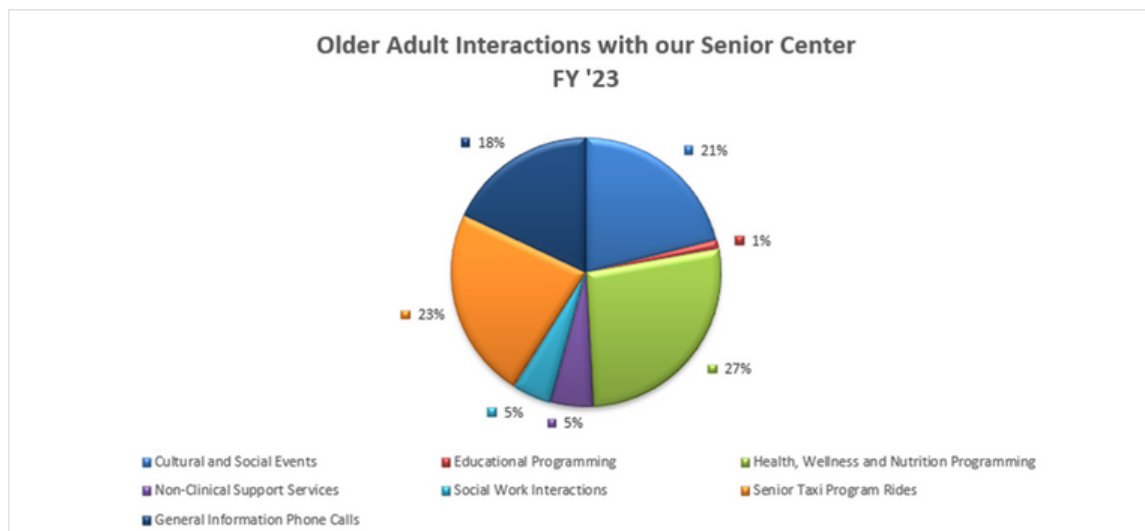
Goal	Measure of Progress
Goal: Facilitate a Senior Community Needs Assessment Survey	Conduct a comprehensive survey assessing the needs of older adults within our community. The survey is currently being developed by UMass Boston with plans to administer the survey from September to December of this year.
Goal: Combat isolation within our older adult population through diverse social, educational and mental health programming in our senior centers, which are locations for learning, wellness and connections.	Increase the Senior Center Coordinator position to a 23 hour per week position. This will aid in the facilitation of programming at expanded locations and times and will provide additional opportunities for older adults to engage in our offerings.
Goal: Create a more equitable senior center.	-Modernize the physical space of our senior centers. Using ARPA funding, we plan to provide more accessible seating at our senior centers and modernize our audio and visual equipment. -Expand our receptionist hours to 24 hours per week to ensure we have immediate assistance to callers and visitors to our center.
Goal: Promote and encourage opportunities for senior advocacy within our community.	-Provide opportunities at our senior centers for older adults to meet with varying city departments to learn and provide pertinent feedback. -Advertise and encourage opportunities for older adults to participate in various boards and commissions.
Goal: Strive to decrease the stigma surrounding accessing mental health services and social welfare benefit programs.	Create and implement programming promoting access to mental health services. Promote educational opportunities and assistance in applying for social welfare benefit programs. An example is working to combat the SNAP gap by providing programming, education and assistance with applying for SNAP benefits.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal: Senior Community Needs Assessment. Conduct a comprehensive survey assessing the needs of older adults within our community.	Contracted with the University of Massachusetts Boston, Gerontology Institute. Procurement process completed, demographic information obtained and key informant interviews completed. Upcoming milestones: June 2023: UMass will obtain Institutional Review Board approval. July/August 2023 Draft and review questionnaire content. September-November 2023: Prepare mailing and place survey online. November 2023, Data entry by UMass February 2024, UMass to write report May 2024, Final Report received	In progress
Goal: COA Technology Lending/Learning Program Enhance educational technology programming to meet the needs of Somerville's older adult population. Work to combat the digital divide by developing a permanent lending/learning program.	-Utilizing ARPA funding, the COA has secured both iPads and Chromebooks. -We have held two, six week technology classes and have implemented bi-weekly drop in hours. Residents who attend classes are able to borrow devices for learning purposes.	Complete
Goal: Combat isolation thru various social programs. Enhance education, social and daily living programs to meet the needs of Somerville's older adult population.	November 2022: Our first Day Trip since March 2020 to the Danversport was held. January 2023: Introduction of our Cultural Performing Arts Series- each month a new performer visits the center. Performers include--Senior Singers, Brazilian Drummers, a Classical Singer performing in Spanish and Portuguese and a comedian. March 2023--our Day and Overnight trips were announced for the remainder of the calendar year. Ongoing social events include: Arts & Crafts, Movies, Bingo, Communal Lunches, and Jeopardy	Complete
Goal: COA Health and Wellness Programs Expand access and equity to health and wellness programs for older adults in Somerville.	July 2022: Introduced Chi Kung program October 2022: Introduced a Strength and Balance Virtual Program November 2022: Introduced a second virtual Fit-4-Life program January 2023: Introduced Ageless Grace exercise program, brought Fit-4-Life back to the VNA and provided exercise class at Mystic Learning Center February 2023: Expanded our Yoga Program to two classes per week due to overwhelming class size. March 2023: In partnership with Somerville Rec, introduced Zumba to the COA. May 2023: Introduced a virtual meditation group.	Complete
Goal: Expand access and equity to health and wellness programs for older adults in Somerville. Expand Bi-lingual Programming at the COA Partner with Somerville's Office of Immigrant Affairs to improve access of available programs.	Each month the COA/SOIA host an Asian Tea at the Ralph and Jenny Senior Center. While the primary focus is socialization, guest presenters included musicians and a professional paper cutter. Outreach conducted in coordination with SOIA to the senior Portuguese community.	Complete

<p>Goal:Expand access and equity to health and wellness programs for older adults in Somerville.</p> <p>Expand Language Access at Monthly Food Pantry Program</p> <p>Strengthen COA-SOIA partnerships to facilitate collaborative sessions.</p> <p>Bring onsite translation services in 3 languages to COA's monthly Brown Box (Greater Boston Food Bank's) food distribution program.</p>	<p>Our monthly Brown Bag food pantry program includes on-site translation in Mandarin, Cantonese and Portuguese.</p>	Complete
<p>Goal: Provide Education Surrounding the Importance of Mental Health</p>	<p>Created and implements such programming as:</p> <ul style="list-style-type: none"> -A Happiness Seminar, focused on the cultivation of happiness and positivity -A monthly Mental Health Awareness group. Each month a new topic surrounding one's mental health was discussed in a small group setting. - The Connect Program which encouraged and described how to connect with mental health professionals in the community. 	Ongoing

Data Overview



Budget Detail

Personal Services Changes

Personal Services are projected up 16.2% for FY24.

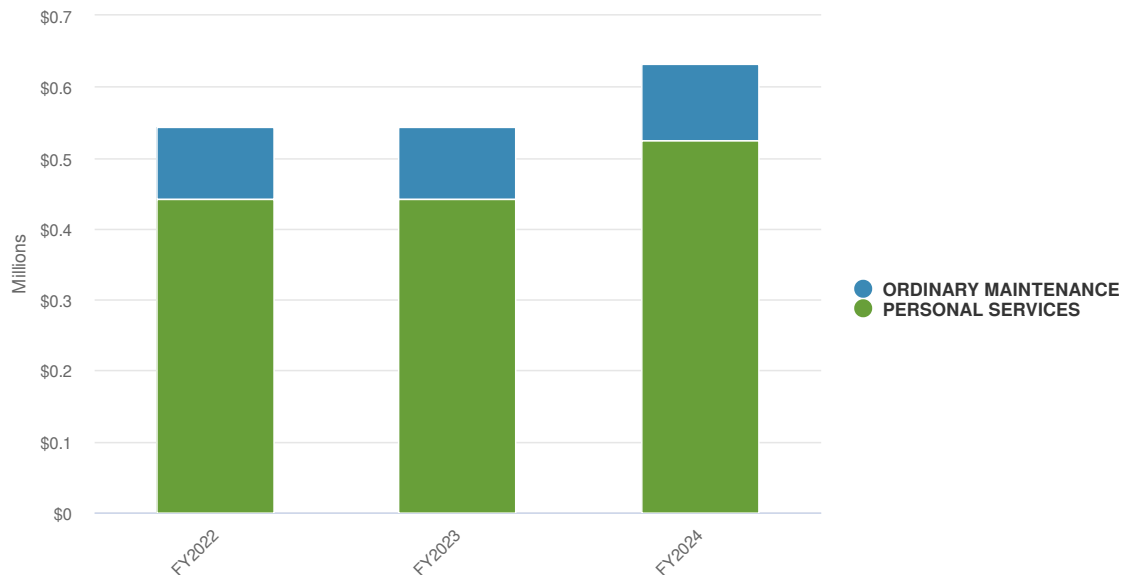
- Transfer of the Senior Center Coordinator Position from a grant funded position to a permanent position in the ordinary maintenance budget. This will allow for the position to increase from 19 hours per week to a 23 hour per week position. This expansion will aid in our goal to combat isolation in the senior community through diverse social, educational and mental health programming held at expanded dates and times.
- Transfer of the receptionist position from a grant funded position to a permanent position in the ordinary maintenance budget. This will allow for an increase from 19 hours per week to a 24 hour per week position. Current demand outweighs the service capacity of our grant funded position. For example, our current Senior Taxi Program brings in an additional 250 calls per month. This position will aid in our goal of creating a more equitable senior center. A majority of older adults do not have the ability to access assistance digitally, many do not have the ability to retrieve voicemails and many others do not have access to reliable communication methods, therefore relying on the need for a live person to answer our main extension and to greet drop in visitors

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 3.4% for FY24.

- Printing and Stationery: Requesting an increase of \$3,000. During the past year, the Council on Aging has been conducting increased outreach throughout the City, necessitating an increase number of newsletters to be printed monthly.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$373,866	\$450,408	\$397,429	\$520,988
LONGEVITY	\$500	\$500	\$500	\$600
HOLIDAYS NON-UNION	\$2,422	\$615	\$627	\$2,362
HOLIDAYS - S.M.E.A.	\$552	\$256	\$680	\$1,144
PERFECT ATTENDANCE			\$1,000	\$0
Total PERSONAL SERVICES:	\$377,340	\$451,779	\$400,236	\$525,094



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
ORDINARY MAINTENANCE				
MAINT CONTRACT-OFFC EQUIP	\$1,369	\$1,950	\$1,700	\$1,950
RENTAL - BUILDINGS	\$78,876	\$78,877	\$78,876	\$78,877
RENTAL-WATER COOLER	\$198	\$200	\$186	\$200
PROFESSIONL & TECHNCL SVC	\$2,989	\$3,000	\$2,963	\$32,780
POLICE DETAIL				\$907
POSTAGE	\$3,572	\$5,334	\$4,983	\$5,334
OFFICE SUPPLIES	\$1,467	\$1,480	\$1,149	\$1,480
PRINTING & STATIONERY	\$3,255	\$4,280	\$4,081	\$7,280
FOOD SUPPLIES & REFRESHMT	\$5,953	\$6,000	\$5,900	\$5,093
PROGRAM SUPPLIES & MATLS	\$1,997	\$2,000	\$2,000	\$2,000
IN STATE TRAVEL			\$308	\$500
Total ORDINARY MAINTENANCE:	\$99,677	\$103,121	\$102,144	\$136,401
Total Expense Objects:	\$477,017	\$554,900	\$502,380	\$661,495

FY24 Professional & Technical Services

Project/Allocation	Estimate
Music Education	\$ 900.00
Music Therapy	\$ 900.00
Line Dancing	\$ 600.00
Chi Kung	\$ 600.00

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
0.6	NU14	(NEW to GF) Receptionist (PT 24 hrs)	7/1/2023	\$25,979	\$26,079
0.6	NU13	(NEW to GF) Senior Center Coordinator (PT 24 hrs)	7/1/2023	\$29,226	\$29,338
1	NU12	Administrative Assistant Non-Union	7/1/2023	\$62,169	\$62,657
1	NU8	Director of Council On Aging	7/1/2023	\$93,733	\$94,468
1	NU11SW	Geriatric Social Worker	7/1/2023	\$76,387	\$77,587
1	NU11SW	Geriatric Social Worker	7/1/2023	\$66,504	\$67,025
1	NU12	Health & Wellness Coordinator	7/1/2023	\$56,308	\$56,750
1	NU12	Outreach Coordinator	7/1/2023	\$62,169	\$62,657
0.75	NU12	Program Coordinator	7/1/2023	\$48,510	\$48,891



SomerPromise

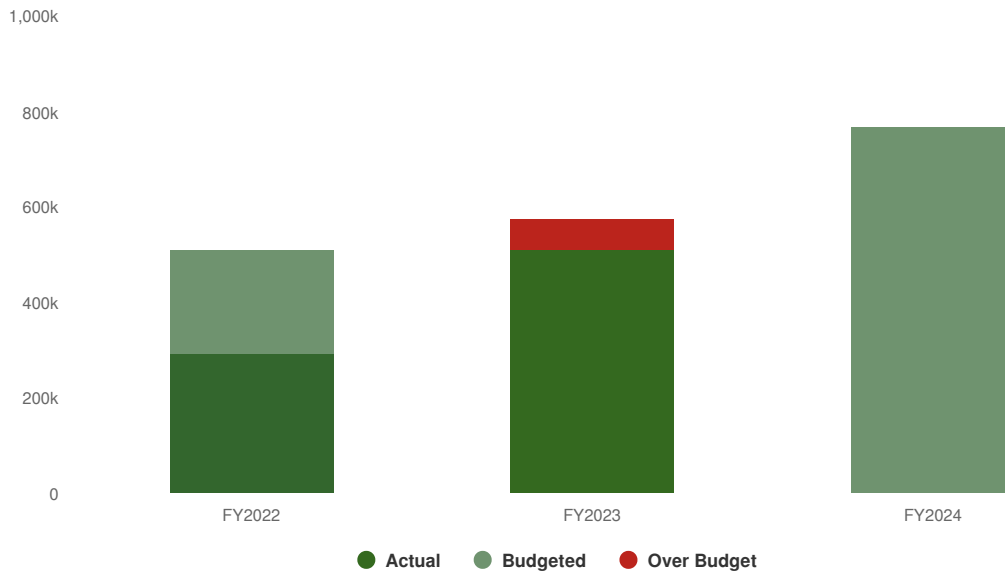
Chris Hosman
SomerPromise Director

SomerPromise supports the overall well-being of children and youth by connecting, aligning, and mobilizing community partners and resources to ensure every child in Somerville has the opportunity to thrive, from cradle to career.

Expenditures Summary

\$766,160 **\$256,246**
(50.25% vs. prior year)

SomerPromise Proposed and Historical Budget vs. Actual



Organization Chart



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Co-Facilitate an Out of School Time Mixed Delivery Task Force to develop a long term plan for a comprehensive cross-sector out of school time system.	<ul style="list-style-type: none"> ◦ Formalize the development of the OST Mixed Delivery Task force through an MOU with Somerville Public Schools ◦ Recruit OST providers to participate in monthly meetings ◦ Complete at least 7 monthly OST Meetings
Goal 2: Overhaul Somerville Children's Cabinet and increase visibility both internally and externally	<ul style="list-style-type: none"> ◦ Conduct individual stakeholder meetings ◦ Formalize 3 Sub-Committees and identify Sub-Committee Leads ◦ Create Somerville Children's Cabinet Social Media Presence with revamp of SomerPromise social media networks ◦ Host in person meeting
Goal 3: Implement Multi-Tiered System of Supports across Child Care centers in partnership with Somerville Public Schools Department of Early Childhood Education, Somerville Family Learning Collaborative and Special Education Department.	<ul style="list-style-type: none"> ◦ Develop formalized system to coordinate individualized cross-sector center supports ◦ Survey Center Directors and Families to continue to ensure system development is an iterative process.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Institutionalize mental and behavioral health supports for community providers operating in our mixed delivery system.	Provide consultation services to more than 5 community providers based on individual family, child and center needs.	Complete
Goal 2: Increase capacity of City of Somerville and Somerville Public Schools Home Visiting Staff	Two Home Visitors have completed their CDA credentialing, and additional community partnerships are being explored to increase capacity to support Home Visitors through the CDA process.	Complete
Goal 3: Create blueprint for the City of Somerville Early Childhood Mixed Delivery System in partnership with Somerville Public Schools Department of Early Education and Somerville Family Learning Collaborative.	<ul style="list-style-type: none"> ◦ Leveraged funds from the Commonwealth Preschool Partnership Initiative grant to support the goal of increasing access to high quality early education opportunities by hiring MTSS Consultant. Individual partner center interviews are underway to gauge pre-existing supports and needs. ◦ Formalized an agreement between Somerville Public Schools, City of Somerville, and individual partner care centers to delineate responsibilities including Curriculum Alignment and Quality, Special Education, and Wraparound Services Provision. 	Complete

Budget Detail

Personal Services Changes

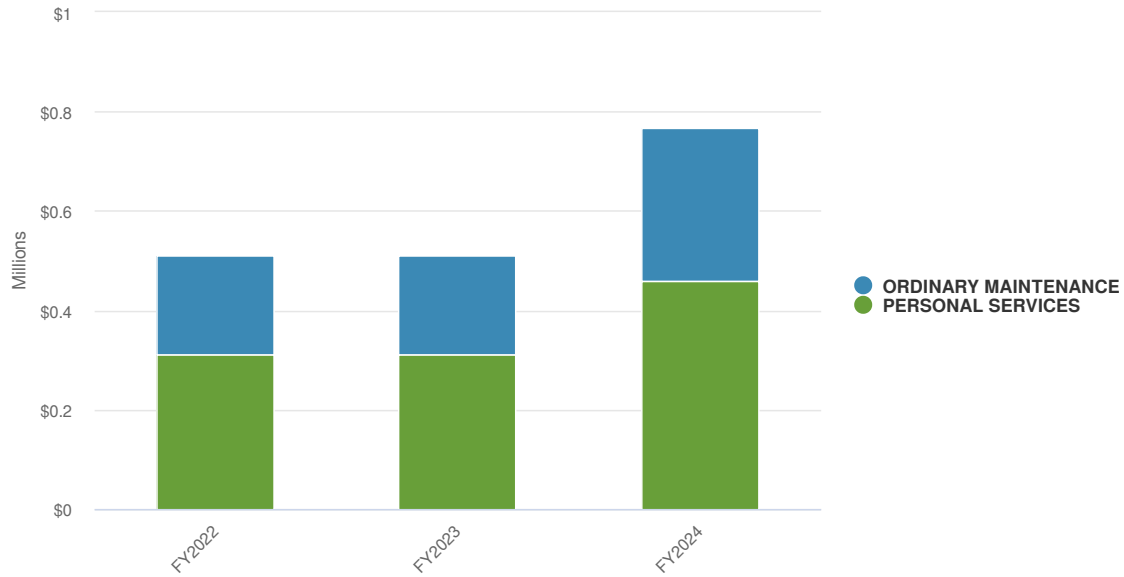
Personal Service costs are projected up 16% for FY24.

- A Wraparound Services Manager has been added, as well as a 4% increase in line with Non-Union pay increases.

Ordinary Maintenance Changes

Ordinary Maintenance costs are level funded for FY24.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$208,041	\$394,404	\$339,870	\$457,249
HOLIDAYS NON-UNION	\$1,531	\$759	\$623	\$3,461
Total PERSONAL SERVICES:	\$209,572	\$395,163	\$340,493	\$460,710
ORDINARY MAINTENANCE				
R&M - SERVICE CONTRACTS			\$332	
PROFESSIONAL & TECHNICAL SVC	\$90,539	\$260,000	\$187,267	\$260,000
CUSTODIAL DETAIL			\$420	
OFFICE SUPPLIES	\$0	\$300	\$300	\$100
FOOD SUPPLIES & REFRESHMT	\$280	\$500	\$680	\$20,000
PROGRAM SUPPLIES & MATLS	\$3,262	\$45,000	\$45,707	\$25,000
IN STATE CONFERENCES	\$0	\$350	\$0	\$350
Total ORDINARY MAINTENANCE:	\$94,080	\$306,150	\$234,706	\$305,450
Total Expense Objects:	\$303,652	\$701,313	\$575,199	\$766,160

FY24 Professional & Technical Services

Project/Allocation	Estimate
Somerville Hub Connect single point of entry	\$25,680
William James interface referral service	\$29,000
Early Years project	\$70,000
Early childhood mental health services	\$10,000
Out of school time programming	\$100,000
Emerging needs	\$25,320

Personnel Listing

FTE	GradeJob Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU9(NEW) Wraparound Services Manager	10/1/2023	\$60,776	\$61,253
1	NU11Child Care Access Coordinator	7/1/2023	\$64,946	\$65,455
1	NU8Director of SomerPromise	7/1/2023	\$93,733	\$94,468
1	NU13Home Visitor	7/1/2023	\$52,725	\$53,138
1	NU13Home Visitor	7/1/2023	\$52,725	\$53,138
1	NU11SomerPromise Coordinator	7/1/2023	\$68,921	\$69,462
1	NU11Youth & Family Resource Navigator	7/1/2023	\$68,921	\$69,462

Veterans Services

Ted D. Louis-Jacques
Director of Veterans Services

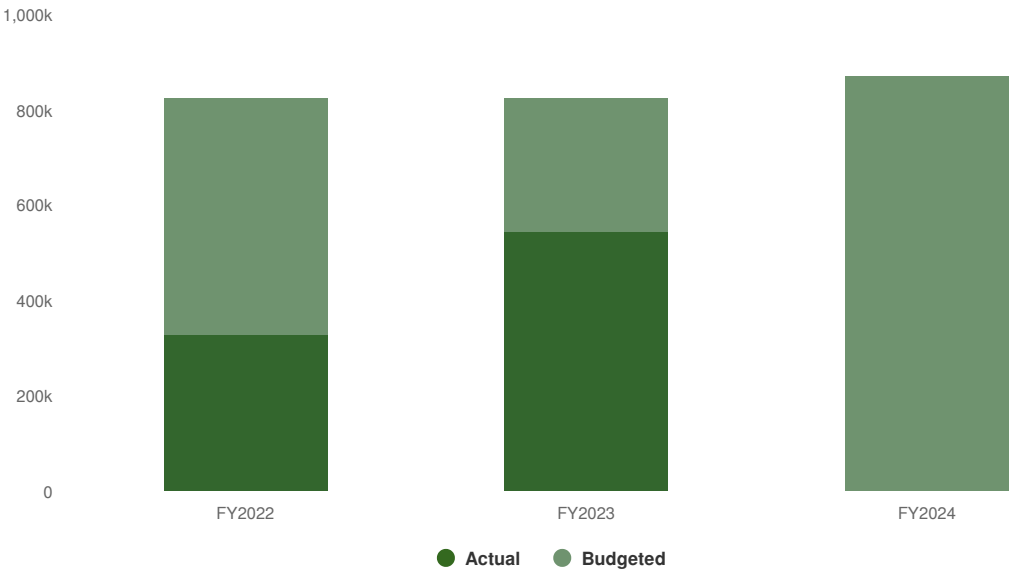
The Somerville Department of Veterans' Services honors the service and sacrifice of Veterans through advocacy, service and engagement. The Department strives to take a "Veterans Come First" approach by providing the benefits and services they have earned. The Department takes the time to engage with Somerville's Veterans, learn their concerns, and work to improve their lives and our responsiveness in meeting their needs. We do so by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability, and stewardship.

Expenditures Summary

\$872,620

\$47,451
(5.75% vs. prior year)

Veterans' Services Proposed and Historical Budget vs. Actual



FY24 Goals

Goal: To bring Affordable Housing Development for Veterans to the City of Somerville.

This would help establish 100% preference for Veterans, their families, and dependents.



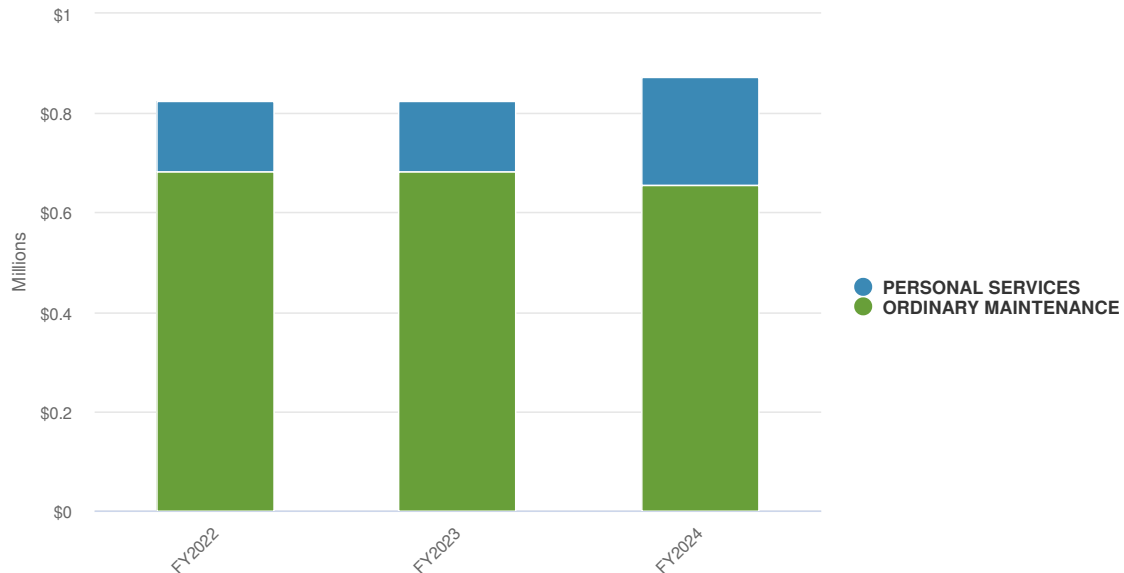
Updates on FY23 Goals & Measures of Progress

Goal 1	Measure of Progress
Goal 1: Marketing, Communication and Advertising program development to proactively identify Veterans not currently engaged that are residents of the City of Somerville	-Analyze social media engagement, response to other strategic marketing/communications activities
Goal 2: Improve accessibility of resources for Veterans <ul style="list-style-type: none"> Service-Connected Conditions and Toxic Exposure Caregivers and Aging Veterans Education, Training, Employment, and Protections Suicide Prevention and Mental Health Women and Minority Veterans 	-Create data analysis pipeline by improved tracking and reporting for Veterans referrals to compare YOY referrals
Goal 3: Launch research into Veterans Affordable Housing Development to address the housing shortage and rent increase.	- Meet with stakeholders, establish public and private partnership in addressing the housing crisis

Budget Detail

There are no major changes to this budget for FY24.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$139,959	\$194,829	\$179,880	\$272,516
OVERTIME	\$913	\$1,000	\$4,612	\$1,000
LONGEVITY	\$500	\$500	\$500	\$500
HOLIDAYS NON-UNION	\$666	\$272	\$298	\$1,292



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
HOLIDAYS - S.M.E.A.	\$609	\$103	\$307	\$428
PERFECT ATTENDANCE			\$200	
UNIFORM ALLOWANCE	\$350	\$350	\$350	\$350
OTHER LUMP SUM PAYMENTS			\$80	
Total PERSONAL SERVICES:	\$142,997	\$197,054	\$186,227	\$276,086
ORDINARY MAINTENANCE				
GROUNDS MAINTENANCE			\$0	\$20,000
RENTAL - BUILDINGS			\$550	
PROFESSIONL & TECHNCL SVC	\$17,080	\$138,000	\$132,395	\$175,000
POSTAGE	\$580	\$1,000	\$0	\$1,500
OFFICE SUPPLIES	\$820	\$1,000	\$977	\$1,500
PRINTING & STATIONERY	\$35	\$1,000	\$3,419	\$2,000
FOOD SUPPLIES & REFRESHMT	\$0	\$2,000	\$7,995	\$4,500
AUDIO VISUAL SUPPLIES	\$3,852	\$4,000	\$1,683	\$1,000
SIGNS AND CONES			\$0	\$1,000
UNIFORMS			\$11,569	\$1,000
FLOWERS & FLAGS	\$1,765	\$4,500	\$8,523	\$5,500
BADGES, EMBLEMS, TROPHIES	\$0	\$750	\$540	\$1,000
PROGRAM SUPPLIES & MATLS			\$856	\$2,000
PROMOTIONAL MATERIALS	\$0	\$4,000	\$2,630	\$5,000
IN STATE TRAVEL			\$0	\$750
IN STATE CONFERENCES		\$0	\$40	\$2,500
OUT OF STATE TRAVEL	\$4,344		\$1,844	\$4,000
OUT OF STATE CONFERENCES	\$990		\$9,602	\$11,000
DUES AND MEMBERSHIPS	\$650	\$100	\$3,465	\$5,000
VETERANS BENEFITS	\$155,439	\$410,000	\$172,954	\$352,284
Total ORDINARY MAINTENANCE:	\$185,555	\$566,350	\$359,041	\$596,534
Total Expense Objects:	\$328,552	\$763,404	\$545,269	\$872,620

Personnel Listing

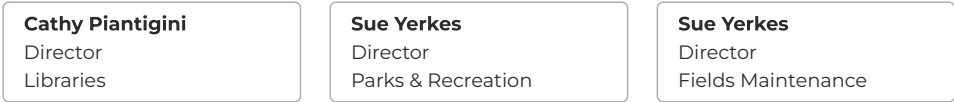
FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU8	Director of Veterans' Services	7/1/2023	\$93,733	\$94,468
1	CLER3	Principal Clerk	7/1/2023	\$53,496	\$54,766
1	NU11	Veterans Benefits Coordinator	7/1/2023	\$67,570	\$68,100



Culture & Recreation

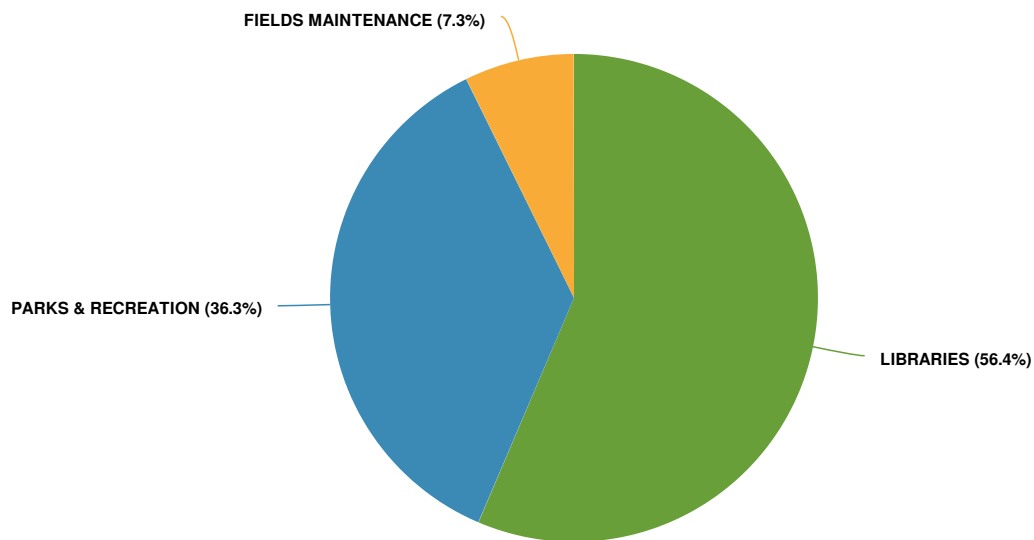
Culture & Recreation Organizational Chart

Culture & Rec Organizational Chart

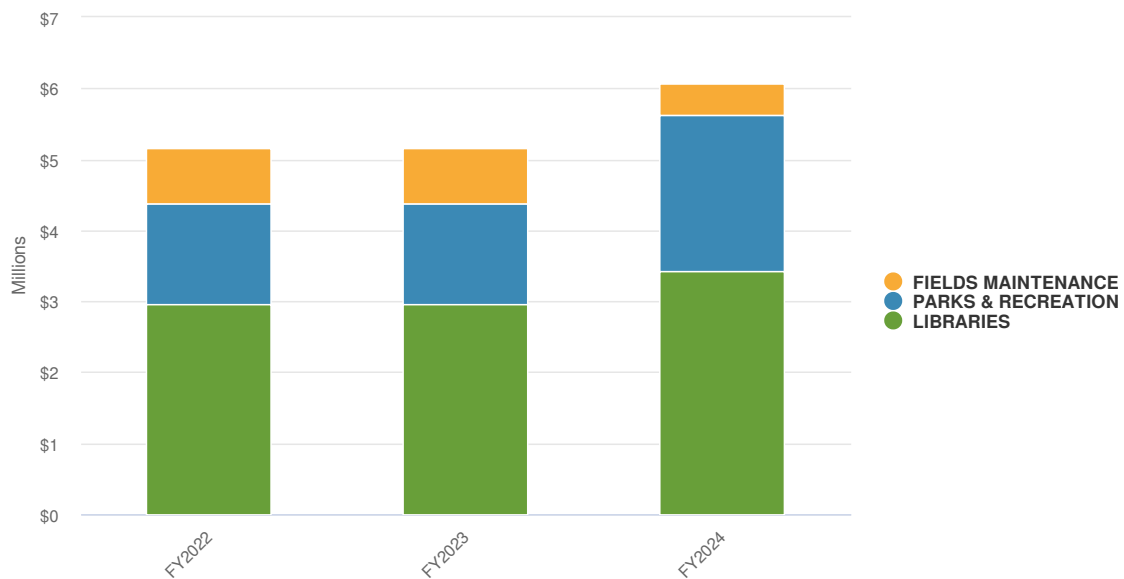


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Libraries



Catherine Piantigini
Director of Libraries

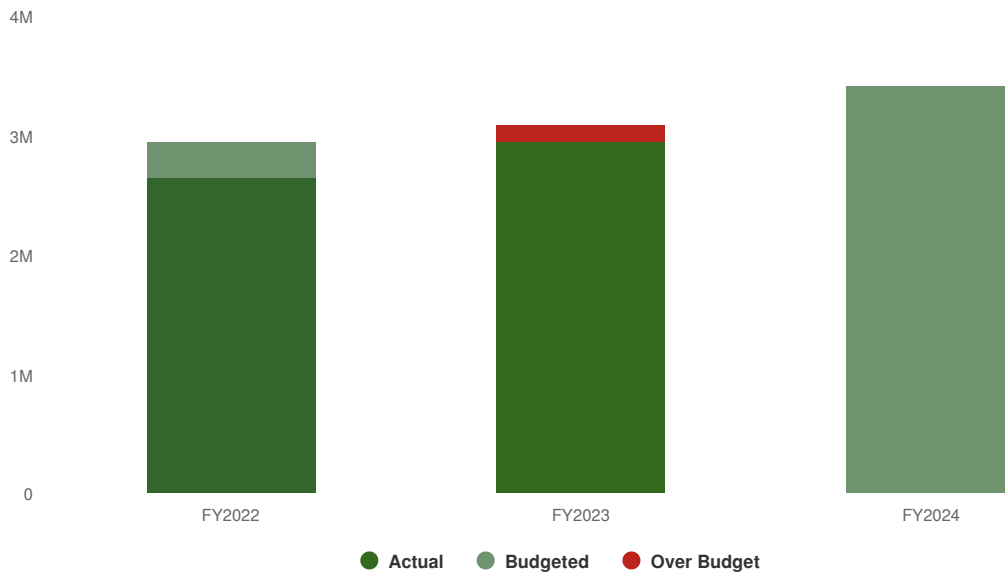
The Somerville Public Library enhances the Somerville experience by acting as a trusted community connector, providing cultural and learning opportunities to all.

-Approved by the Somerville Public Library Board of Trustees October 16, 2019

Expenditures Summary

\$3,423,804 **\$465,966**
(15.75% vs. prior year)

Libraries Proposed and Historical Budget vs. Actual



Organizational Chart - Library



Goal	Measure of Progress
Respond to the ever-changing needs of the community	<ul style="list-style-type: none"> ◦ Begin process to redesign Library website ◦ Begin process to update Library strategic plan for FY26-FY30 ◦ Continue exploring creation of a new branch library ◦ Explore adding a stand-alone kiosk to make library materials accessible at non-library locations
Serve as a community connector	<ul style="list-style-type: none"> ◦ Hire a Library Social Worker ◦ Review and revise Library's social media plan; marketing and promotion procedures
Support climate preparedness priorities	<ul style="list-style-type: none"> ◦ Host at least one educational event about climate preparedness at each library location
Support racial and social justice priorities	<ul style="list-style-type: none"> ◦ Review and update Library's Rules of Conduct Policy

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Respond to the ever-changing needs of the community	<ul style="list-style-type: none"> Explored piloting branch library Explored partnering with Boston-area libraries to pilot installing library lockers at several T stops Explored installing library lockers at sites around Somerville 	In progress
Goal 2: Serve as a community connector	<ul style="list-style-type: none"> Resumed offering annual ComixCon event, over 200 people of all ages in attendance 	In Progress
Goal 3: Support racial and social justice initiatives	<ul style="list-style-type: none"> Conducted a diversity audit of Library's circulating print collections Conducting a diversity audit of Library's audio-visual collection Offered mental health awareness training and overdose prevention training to Library employees 	In Progress

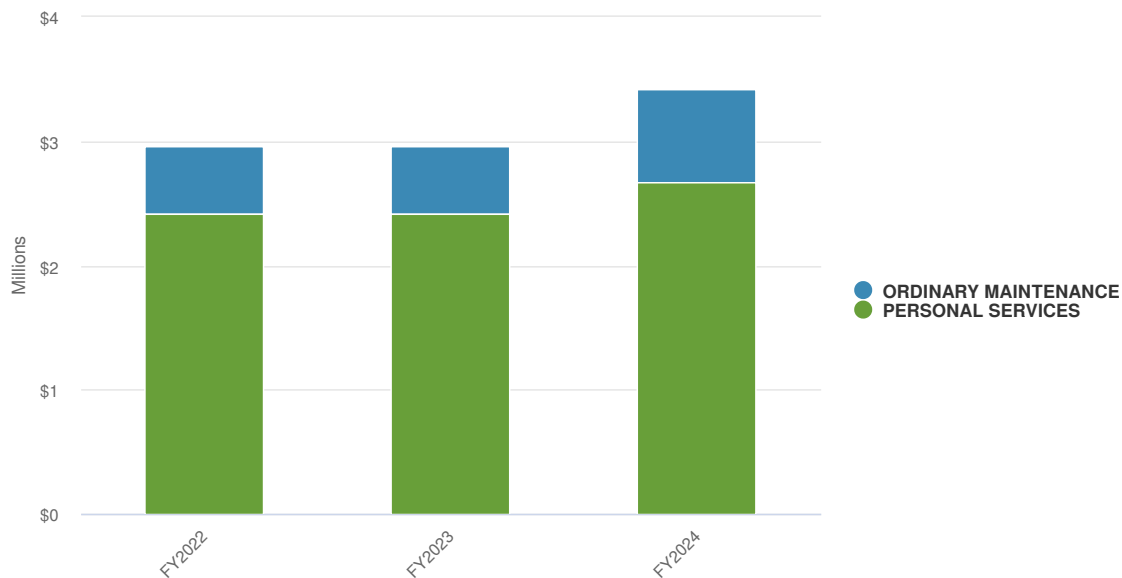
Budget Detail

Personal Services Changes

Ordinary Maintenance Changes

- Addition of AtoZDatabases (\$3,750) - online reference product for library patrons who are: seeking employment, small business owners, entrepreneurs, students, marketing researchers, career counselors
- Addition of EBSCO Core Collection (\$5,000) - collection development tool for library staff that aids in selecting the best materials for readers of all ages, and includes Spanish-language books

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$1,721,757	\$2,138,872	\$1,929,631	\$2,159,338
SALARIES & WAGES TEMPOR'Y	\$150,210	\$253,817	\$265,128	\$270,000
OVERTIME	\$133,140	\$132,751	\$155,289	\$154,030
SHIFT DIFFERENTIALS	\$26,764	\$42,545	\$35,328	\$42,545
LONGEVITY	\$24,600	\$17,350	\$19,625	\$20,600
OUT OF GRADE	\$2,122	\$0	\$0	
HOLIDAYS NON-UNION	\$2,318	\$605	\$603	\$2,612
HOLIDAYS - S.M.E.A.	\$19,727	\$3,437	\$9,226	\$14,508
PERFECT ATTENDANCE	\$4,300	\$0	\$2,300	\$0
UNIFORM ALLOWANCE	\$8,400	\$11,900	\$9,800	\$11,405
SICK LEAVE BUYBACK	\$25,337		\$0	
OTHER LUMP SUM PAYMENTS			\$40	
Total PERSONAL SERVICES:	\$2,118,675	\$2,601,277	\$2,426,970	\$2,675,038
ORDINARY MAINTENANCE				
POSTAGE MACHINE RENTAL		\$350	\$309	\$350
RENTAL-WATER COOLER	\$750	\$900	\$855	\$1,000
PROFESSIONL & TECHNCL SVC	\$67,759	\$81,133	\$78,134	\$88,733
POSTAGE	\$456	\$600	\$600	\$600
INTERNET MAINTENANCE	\$5,392	\$10,967	\$3,331	\$13,379
MICROFILMING	\$500	\$595	\$602	\$1,975
OFFICE SUPPLIES	\$3,217	\$5,600	\$5,599	\$14,560
STATIONERY	\$425	\$500	\$1,030	\$500
COMPUTER SUPPLIES	\$22,090	\$40,110	\$42,338	\$44,000
OFFICE FURNITURE NOT CAPITALIZ	\$1,086	\$2,500	\$2,450	\$2,500
FOOD SUPPLIES & REFRESHMT	\$290	\$1,500	\$1,287	\$1,500
EDUCATIONAL SUPPLIES	\$1,000	\$16,700	\$13,705	\$6,000
TEXTBOOKS	\$123,053	\$145,000	\$148,048	\$160,000
AUDIO VISUAL SUPPLIES	\$32,192	\$34,600	\$33,319	\$38,600
MUSIC SUPPLIES/INSTRUMENT	\$5,397	\$5,400	\$5,328	\$6,000
ONLINE SUBSCRIPTION	\$207,334	\$251,726	\$256,650	\$288,081
MAGAZINES,NEWS,SUBSCRIPTS	\$17,652	\$17,983	\$17,751	\$19,623
LIBRARY SUPPLIES	\$9,920	\$7,000	\$6,975	\$8,115
BOOK THEFT SYSTEM	\$0	\$1,800	\$0	\$1,200
PROGRAM SUPPLIES & MATLS		\$5,000	\$4,734	\$7,000
IN STATE TRAVEL	\$126	\$350	\$301	\$350
IN STATE CONFERENCES	\$1,884	\$2,000	\$1,663	\$2,000
OUT OF STATE TRAVEL	\$456	\$7,000	\$3,295	\$7,000
DUES AND MEMBERSHIPS	\$375	\$700	\$375	\$700
COMPUTER EQUIPMENT	\$35,900	\$39,700	\$41,709	\$35,000
Total ORDINARY MAINTENANCE:	\$537,252	\$679,714	\$670,388	\$748,766



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Total Expense Objects:	\$2,655,927	\$3,280,991	\$3,097,359	\$3,423,804

FY24 Professional & Technical Services

MLN Membership and Telecom Fees	\$65,859.00
Assabet	\$2,400.00
Bartlett	\$2,700.00
LibraryAware	\$2,300.00
Linode/Akamai webhost	\$200.00
DMCA fee	\$6.00
Web Dewey	\$291.00
Programs/Performers	\$3,000.00
Swank Movie License	\$1,300.00
Booklist	\$1,500.00
Library Journal	\$2,985.00
WhenToWork	\$360.00
MLS Holds Fee	\$500.00
MLS ILL Fees	\$200.00
Canva	\$120.00
EBSCO Core Collection	\$4,962.00
MATSOL Subscription	\$50.00

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU11	(NEW) Social Worker - Libraries (MBLC-Funded)	10/1/2023	\$48,621	\$49,002
1	ADMN2A	Administrative Assistant SMEA B	7/1/2023	\$63,949	\$65,301
1	NU7	Deputy Director	7/1/2023	\$99,591	\$100,372
1	NU4	Director of Libraries	7/1/2023	\$128,883	\$129,894
1	LIB I	Librarian I	7/1/2023	\$52,712	\$53,273
1	LIB I	Librarian I - Generalist	7/1/2023	\$53,772	\$54,544
1	LIB I	Librarian I - Generalist	7/1/2023	\$53,240	\$54,007
1	LIB I	Librarian I - Literacy & Volunteer Coordinator	7/1/2023	\$54,853	\$56,133
1	LIB I	Librarian I - Reference	7/1/2023	\$53,240	\$54,007
1	LIB I	Librarian I - West Branch Generalist	7/1/2023	\$53,240	\$54,007
1	LIB I	Librarian I - Youth Services	7/1/2023	\$53,772	\$54,544
1	LIB I	Librarian I - Youth Services	7/1/2023	\$53,240	\$54,507
1	LIB I	Librarian I 610 - Generalist Libra	7/1/2023	\$53,772	\$54,544
1	LIB I	Librarian I 610 - Refer	7/1/2023	\$53,240	\$54,007
1	LIB I	Librarian I 610 - Refer	7/1/2023	\$53,772	\$54,544
1	LIB II	Librarian II - Community Services	7/1/2023	\$60,356	\$61,180
1	LIB II	Librarian II - Head of Adult Services	7/1/2023	\$60,960	\$62,288
1	LIB II	Librarian II - Head of Children's Services	7/1/2023	\$60,356	\$61,780
1	LIB II	Librarian II - Head of Circulation	7/1/2023	\$60,356	\$61,180
1	LIB II	Librarian II - Head of Reference	7/1/2023	\$61,569	\$63,952
1	LIB II	Librarian II - Head of Tech Services	7/1/2023	\$60,960	\$62,288
1	LIB II	Librarian II - Head of Teen Services	7/1/2023	\$60,960	\$63,488
1	LIB III	Librarian III - East Branch Manager	7/1/2023	\$63,470	\$64,074
1	TECH III	Library First Assistant	7/1/2023	\$55,956	\$58,995
1	TECH III	Library First Assistant	7/1/2023	\$55,956	\$58,995
1	TECH III	Library First Assistant	7/1/2023	\$51,674	\$52,230
1	TECH III	Library Senior Assistant	7/1/2023	\$55,956	\$58,795
1	TECH II	Library Technician II	7/1/2023	\$48,619	\$49,350
1	TECH II	Library Technician II - Circulation Central	7/1/2023	\$49,596	\$51,185
1	TECH II	Library Technician II - Tech Services	7/1/2023	\$49,596	\$51,885
1	TECH III	Library Technician III	7/1/2023	\$55,956	\$58,645
1	TECH III	Library Technician III - Children's Dept East	7/1/2023	\$55,956	\$57,595
1	TECH III	Library Technician III - Children's Librarian Central	7/1/2023	\$51,674	\$52,230
1	TECH III	Library Technician III - Circulation West	7/1/2023	\$52,713	\$55,177
1	TECH III	Library Technician III - Payroll/Admin Services	7/1/2023	\$51,674	\$52,230
1	TECH III	Library Technician III 610 - Business Of	7/1/2023	\$55,956	\$57,595
1	NU7	Manager of Branch Services	7/1/2023	\$97,638	\$98,404



Parks & Recreation



Susan Yerkes
Parks & Recreation Department

The Parks & Recreation department operates year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities for all members of the Somerville community.

Organizational Chart

FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Increase accessibility for adult programming and leagues	-Continue to add lifetime programming opportunities for adults: pickleball, dodgeball, kickball, sumba and swimming
Goal 2.1: Increase more inclusionary programs for children and adults with special needs	-Coordinate with schools' special education department, neighboring parks and recreation departments, and Special Olympics to provide adaptive recreational programming
Goal 3: Increase Senior Programming	Coordinate with other recreation departments and senior games to provide additional recreation programs for our senior population.
Goal 4: Staff Development	-Work in conjunction with our state and national parks and recreation associations to offer staff development opportunities for growth in the parks and recreation profession.
Goal 5: Increase recreational opportunities and spaces to allow pre-teens and teens a safe and enjoyable location to use as a drop-in center.	-Increase recreational program opportunities throughout Somerville for pre-teens and teens.
Goal 6: Increase use at the Edgerly School Facility	Continue to find ways to maximize the use of gym spaces and classroom spaces at all times of the day for all citizens of Somerville
Goal 7: Increase programming for LGBTQ+ community	-Partnering with Somerville Public Schools, SHS GSA, city diversity director, LGBTQ+ Liaison and health department
Goal 7: Increase non-traditional programming	-Develop non-athletic recreation programming: STEAM, Arts, Music. Partner with Arts Council, Schools, etc.

Expenditures Summary

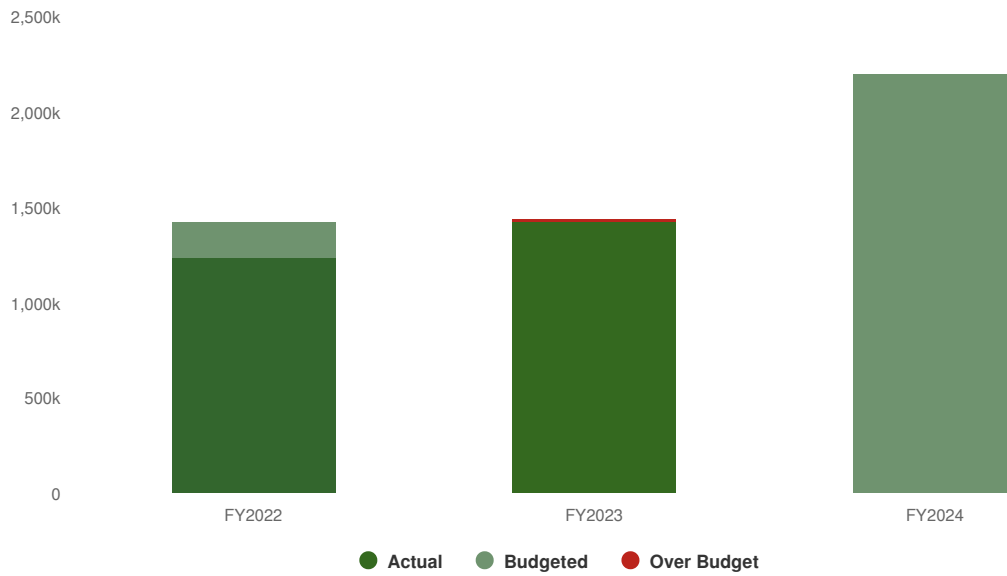
Level of Service changes to increase teen spaces staff and programming, senior programming, adult programming and inclusionary programming.

Increase Personnel: Recreation Manager, Teen Spaces Coordinator and Finance Manager.

Increase Staff Development and Training for identified personnel .

\$2,203,079 **\$778,712**
(54.67% vs. prior year)

Parks & Recreation Proposed and Historical Budget vs. Actual



Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Increase accessibility for adult programming and leagues	-Focus more on lifetime activities such as swimming, pickleball, tennis, arts and fitness	In Progress
Goal 2: Increase more inclusionary programs for children and adults with special needs	-Coordinate with schools' special education department to provide adaptive recreational programming	In Progress
Goal 2.1: Increase more inclusionary programs for children and adults with special needs	-Coordinate with adult special needs program to provide recreational programming	In Progress
Goal 3: Increase female participation by focusing on middle school and high school female programs	-Organize a round table forum to gain input directly from that demographic	In Progress
Goal 4: Increase recreational facilities and spaces to allow pre-teens and teens a safe and enjoyable location to use as a drop-in center	-Work with scheduling different city facilities to provide pop-up drop-in centers Ex: Powderhouse committee room and school gyms. In addition, working with the business community such as restaurants or private companies and facilities	In Progress
Goal 5: Increase afterschool programming by utilizing the Edgerly School Facility	-Partnering with the school department to shift expiring afterschool programming to the Parks and Rec department	In Progress
Goal 6: Increase programming for LGBTQ+ community	-Partnering with Somerville Public Schools, SHS GSA, city diversity director, LGBTQ+ Liaison and health department	In Progress
Goal 7: Increase senior recreational programming	-Working in partnership with the council on aging to assist them in providing recreation opportunities for senior community members	In Progress

Budget Detail

Personal Services Changes

Personal Services are projected up for FY2024

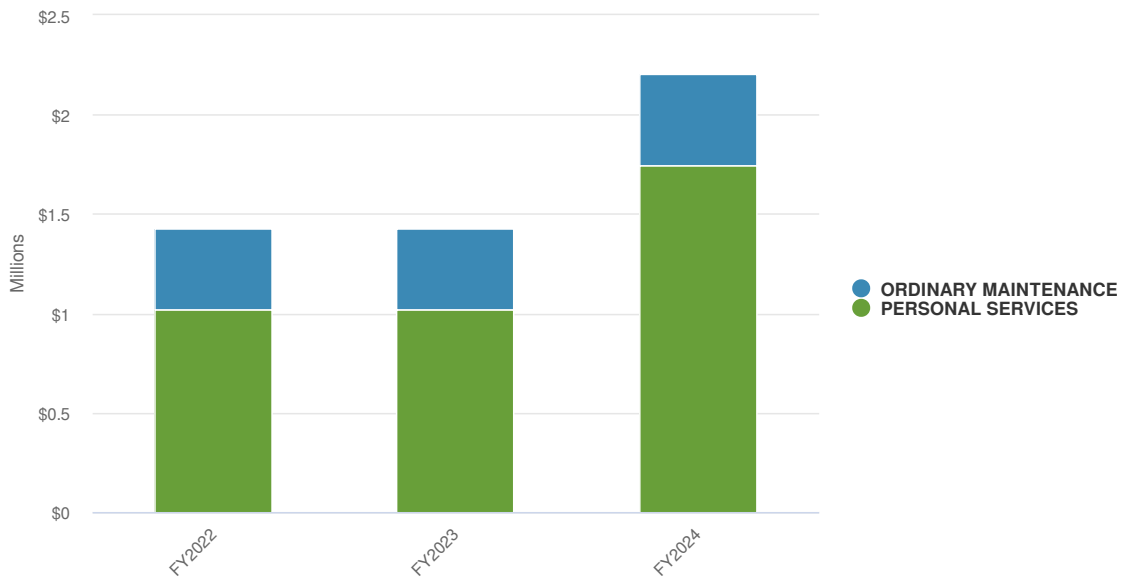
- Increase in Wages of \$226,093 for 3 new positions: Recreation Manager, Teen Spaces Coordinator, Finance Manager
- Increase in Temp. Wages of \$240,000 for the Teen Spaces

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected down for FY24

- Decrease in Professional Technical: Intermural Coaches now paid out of PT Salaries
- Increase in Staff Development and Out-of-State Travel

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$447,718	\$671,536	\$676,833	\$988,961
SALARIES & WAGES TEMPOR'Y	\$485,430	\$484,480	\$466,448	\$732,480
OVERTIME	\$0	\$750	\$175	\$12,750
LONGEVITY	\$600	\$725	\$725	\$850
HOLIDAYS NON-UNION	\$2,449	\$944	\$991	\$5,756
HOLIDAYS - S.M.E.A.	\$1,543	\$327	\$1,013	\$932
UNIFORM ALLOWANCE	\$350	\$350	\$350	\$350
OTHER LUMP SUM PAYMENTS	\$0	\$2,500	\$0	\$2,500
SALARY STIPEND		\$0	\$12,000	
Total PERSONAL SERVICES:	\$938,091	\$1,161,612	\$1,158,533	\$1,744,579
ORDINARY MAINTENANCE				
OIL	\$171	\$1,000	\$774	\$1,400
R&M - BUILDINGS & GROUNDS	\$0	\$10,000	\$0	\$10,000
REPAIRS-VEHICLES	\$0	\$2,000	\$0	\$2,000
REPAIRS OFFICE EQUIPMENT	\$1,719	\$2,000	\$585	\$2,000
R&M - OTHER EQUIPMENT			\$0	\$1,000
R&M - FLOOR COVERING			\$0	\$2,500
RENTAL-BUILDINGS SCHOOL	\$19,254	\$37,500	\$0	\$0
RENTAL-WATER COOLER	\$127	\$400	\$678	\$600
RENTAL- EQUIPMENT		\$0	\$3,354	\$11,972
PROFESSIONL & TECHNCL SVC	\$133,617	\$110,000	\$71,265	\$87,351

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
ADVERTISING			\$0	\$2,500
STAFF DEVELOPMENT	\$0	\$4,000	\$1,525	\$6,000
CUSTODIAL DETAIL			\$22,216	\$37,500
LICENSING FEES			\$0	\$4,000
FEE			\$0	\$5,678
RECREATION-ADMISSION FEES	\$14,637	\$5,000	\$14,555	\$12,000
RECREATION-TRANSPORTATN.	\$4,000	\$4,000	\$15,430	\$9,000
OFFICE SUPPLIES	\$3,433	\$4,000	\$5,029	\$4,000
PRINTING & STATIONERY	\$0	\$25,000	\$5,880	\$2,500
HARDWARE & SMALL TOOLS			\$0	\$1,000
CUSTODIAL & MAINT SUPPLIES	\$0	\$1,000	\$0	\$1,000
FOOD SUPPLIES & REFRESHMT	\$1,522	\$2,500	\$7,763	\$8,500
MEDICAL/DENTAL SUPPLIES	\$0	\$5,500	\$5,333	\$5,500
ATHLETIC SUPPLIES	\$31,128	\$43,500	\$26,748	\$43,500
AUDIO VISUAL SUPPLIES			\$2,125	\$1,500
SIGNS AND CONES			\$2,122	\$2,500
MAGAZINES & PUBLICATIONS			\$0	\$20,000
RECREATION SUPPLIES	\$16,626	\$20,000	\$45,940	\$60,000
UNIFORMS	\$38,782	\$65,000	\$10,160	\$65,000
DCR-BOAT HOUSE	\$34,000	\$34,000	\$34,000	\$34,000
OUT OF STATE TRAVEL			\$808	\$11,000
DUES AND MEMBERSHIPS	\$0	\$500	\$2,852	\$3,000
Total ORDINARY MAINTENANCE:	\$299,016	\$376,900	\$279,142	\$458,500
Total Expense Objects:	\$1,237,106	\$1,538,512	\$1,437,675	\$2,203,079

Personnel Listing

FTE	GradeJob Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU7(NEW) Finance Manager	10/1/2023	\$68,879	\$69,420
1	NU8(NEW) Recreation Program Manager	10/1/2023	\$64,828	\$65,336
1	NU11(NEW) Teen Spaces Coordinator	10/1/2023	\$48,621	\$49,002
1	ADMN2AAdministrative Assistant SMEA B	7/1/2023	\$60,980	\$61,214
1	NU8Director of Operations	7/1/2023	\$90,093	\$90,800
1	NU4Director of Parks & Recreation	7/1/2023	\$123,878	\$124,850
1	NU11Program Coordinator	7/1/2023	\$67,570	\$68,100
1	QRecreation Program Developer	7/1/2023	\$116,501	\$118,615
1	NU11Specialized Program Coordinator	7/1/2023	\$68,921	\$69,462
1	NU11Specialized Program Coordinator	7/1/2023	\$68,921	\$69,462
1	NU11Specialized Program Coordinator	7/1/2023	\$68,921	\$69,462
1	NU11Specialized Program Coordinator	7/1/2023	\$68,921	\$69,462
1	NU11Specialized Program Coordinator	7/1/2023	\$68,921	\$69,462



Public Works

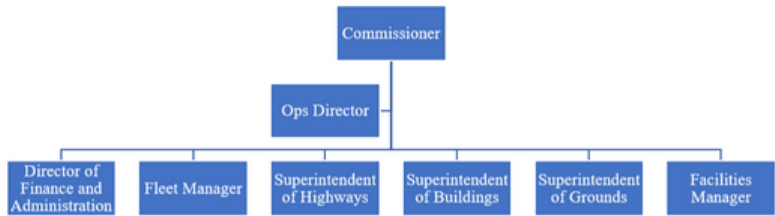
Jill Lathan

City of Somerville DPW Commissioner

To maintain the City's infrastructure and guarantee a clean and safe environment for all. The Department of Public Works (DPW) administers and oversees the City's lights and electrical lines, streets and public ways, city-wide vehicle fleet including Police, Fire, DPW and all City departments, refuse removal, environmental improvement programs, public buildings and grounds, parks and playgrounds, athletic fields maintenance, snow removal, open spaces, and school custodial services.

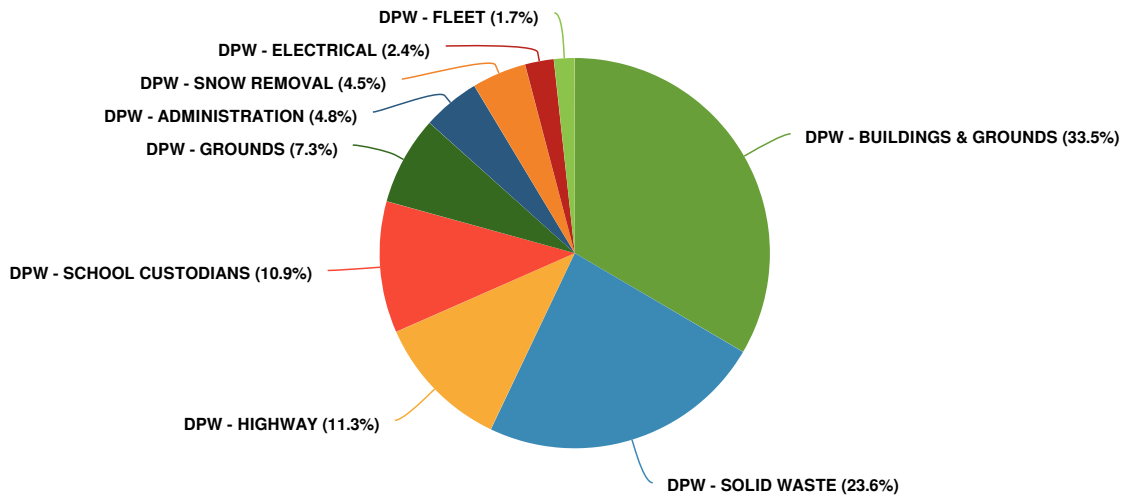
DPW Organizational Chart

DPW Leadership Team Org Chart

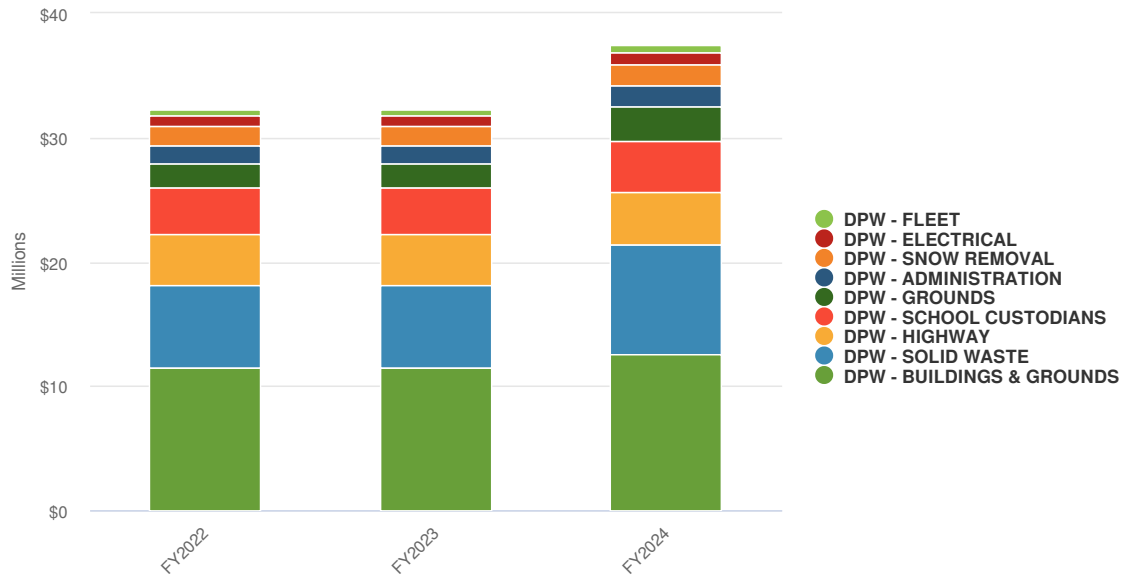


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function

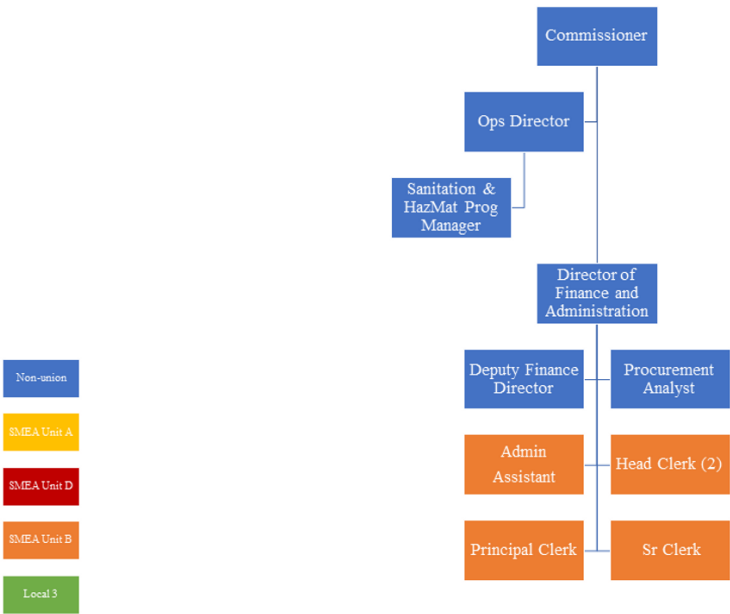


Administration (DPW)

Julie Spurr-Knight
Director of Finance & Administration

The DPW Administration team oversees all personnel and financial matters related to the department.

DPW Admin Division Org Chart



Expenditures Summary

\$1,785,729 **\$347,623**
(24.17% vs. prior year)

Administration (DPW) Proposed and Historical Budget vs. Actual



Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Continue to update the DPW website to enable vendor and community relations and transition to paperless practices where possible including electronic archiving for retention of records such as invoices.	Website overhaul is an ongoing process.	In Progress
Goal 2: Create best practices for encumbrances which represent the reserved commitment of funds arising from purchase orders.	Internal Policies have been established and communicated with all Administrative Staff.	Complete
Goal 3: Create metrics to improve services for the City by analyzing the volume of vendor email communications with DPW including when and how DPW responds.	Transitioned to scheduling regular communications with vendors to request invoices and process in a more timely fashion.	In Progress
Goal 4: Create best practices and metrics to improve upon DPW bill paying, to ensure we meet net 30 days or less.	Internal Policies have been established and communicated with all Administrative Staff.	Complete
Goal 5: Provide training opportunities for Admin & Clerical Staff and for employees who operate vehicles and other large equipment.	Provided trainings on safety, excel, state procurement law, heavy equipment and others.	Complete
Goal 6: Launch and refine Climate Justice Summer Youth Jobs Program in partnership with other City departments.	Successfully completed summer FY23 pilot.	Complete

FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Have all clerical staff trained in all aspects of Invoice processing and cross trained with vendors, and contracts.	All staff cross trained by end of Q2.
Goal 2: Have 2 back-ups trained in Payroll processes and procedures to cover if Admin is out sick, on vacation, etc.	Back-ups trained by end of Q2.
Goal 3: Provide training for all Clerical staff in Excel to improve tracking of invoice payments.	Staff trained throughout year.
Goal 4: Update standard contract language to facilitate faster payment of invoices.	Proposed changes submitted to PCS for review in Q1.

FY23 Hiring Activity

DPW spent significant time this year reviewing, interviewing and hiring candidates. Here are some of our stats:

- Total Resumes Reviewed: **616**
- Total Candidates Interviewed: **126**
- Total Offers Made: **45**
- Total Candidates Hired: **18**

Budget Detail

Personal Services Changes

Personal Services are projected up \$152,000 for FY24.

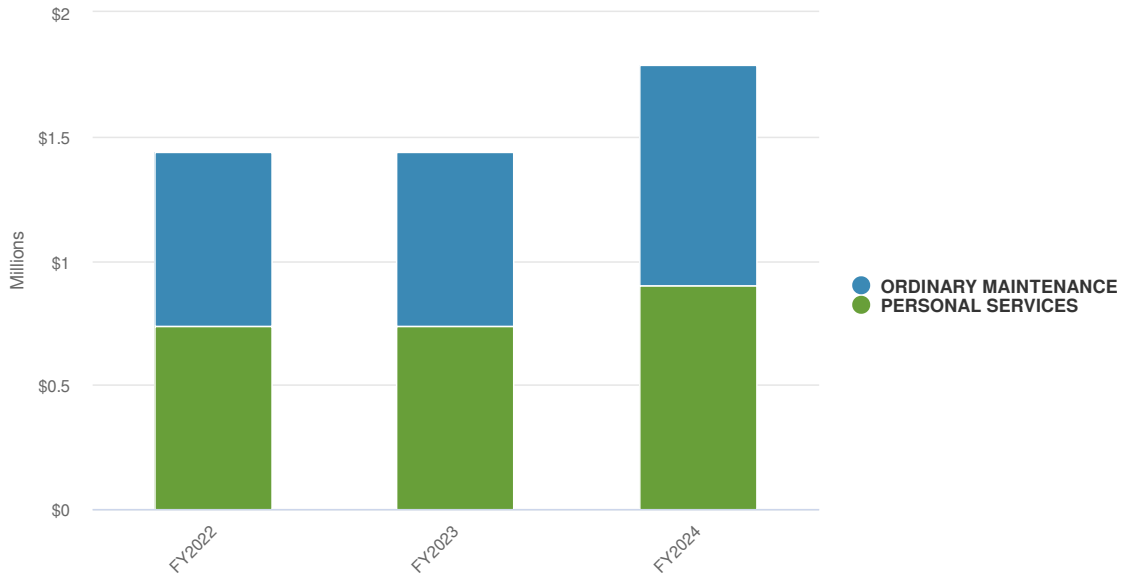
- This budget includes four new positions:
 - Building Systems Manager
 - Deputy Director of Finance & Administration
 - Procurement Analyst
 - Sanitation and Hazardous Materials Program Manager

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up \$116,000 for FY24.

- Several lines have been right-sized and joined from other DPW Divisions.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$623,782	\$729,441	\$654,411	\$875,823
OVERTIME	\$1,247	\$11,275	\$2,840	\$11,275
LONGEVITY	\$600	\$0	\$0	
OUT OF GRADE	\$1,996	\$2,765	\$1,045	\$2,765
HOLIDAYS NON-UNION	\$5,113	\$883	\$700	\$4,808
HOLIDAYS - S.M.E.A.	\$1,886	\$509	\$1,485	\$2,210
UNIFORM ALLOWANCE	\$700	\$1,750	\$1,050	\$1,750
OTHER LUMP SUM PAYMENTS		\$0	\$3,513	
Total PERSONAL SERVICES:	\$635,324	\$746,623	\$665,045	\$898,631
ORDINARY MAINTENANCE				
REPAIRS AND MAINTENANCE	\$8,473	\$38,184	\$9,928	\$13,253
MAINT CONTRACT-OFFC EQUIP	\$2,180	\$2,449	\$5,435	\$2,449
LEASE - PHOTOCPIER EQUIPMENT	\$810	\$2,800	\$1,256	\$3,975
POSTAGE MACHINE RENTAL	\$1,066	\$3,074	\$924	\$3,074
RENTAL-WATER COOLER	\$1,824	\$5,000	\$1,243	\$5,000
HAZARDOUS WASTE REMOVAL	\$858	\$0	\$1,617	
PROFESSIONL & TECHNCL SVC	\$213,212	\$210,000	\$193,965	\$210,000
EMPLOYEE TRAINING COURSES	\$11,455	\$25,000	\$8,303	\$30,000
POLICE DETAIL	\$14,059	\$35,600	\$12,570	\$32,600
FIRE DETAIL	\$0	\$1,000	\$0	\$1,000

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
POSTAGE	\$0	\$3,500	\$4,356	\$3,500
OFFICE SUPPLIES	\$13,285	\$10,000	\$10,062	\$11,000
PRINTING & STATIONERY	\$867	\$1,000	\$846	\$10,531
OFFICE EQUIPMENT NOT CAPITALIZ	\$2,744	\$12,116	\$905	\$12,116
MOTOR GAS AND OIL	\$341,682	\$400,000	\$555,044	\$450,000
FOOD SUPPLIES & REFRESHMT	\$4,163	\$5,000	\$3,989	\$10,000
SIGNS AND CONES		\$0	\$29	\$3,000
PUBLIC SAFETY SUPPLIES	\$5,916	\$7,975	\$9,992	\$8,376
MAGAZINES/SUBSCRIPTS/PUB	\$332	\$500	\$0	\$2,725
UNIFORMS	\$0		\$6,749	\$61,500
IN STATE TRAVEL			\$0	\$3,000
IN STATE CONFERENCES			\$455	
DUES AND MEMBERSHIPS	\$2,610	\$5,000	\$6,603	\$5,000
REIMB OF LICENSES	\$2,141	\$2,500	\$2,334	\$5,000
Total ORDINARY MAINTENANCE:	\$627,676	\$770,698	\$836,603	\$887,098
Total Expense Objects:	\$1,263,000	\$1,517,321	\$1,501,649	\$1,785,729

FY24 Professional & Technical Services

Project/Allocation	Estimate
Jail Diversion Program	\$ 179,950
BigBelly Service Contract	\$ 20,000
Dig Safe	\$ 10,000
Service Charges for Payment Portal	\$ 50

Personnel Listing

FTE	GradeJob Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	NU6(NEW) Building Systems Manager	10/1/2023	\$72,931	\$73,503
1	NU8(NEW) Deputy Director of Finance and Administration	7/1/2023	\$93,733	\$94,468
1	NU10(NEW) Procurement Analyst	11/1/2023	\$46,713	\$47,080
1	NU9(NEW) Sanitation & Hazardous Material Program Manager	10/1/2023	\$60,776	\$61,253
1	ADMN2AAdministrative Assistant SMEA B	7/1/2023	\$60,845	\$61,673
1	NU3Commissioner of DPW	7/1/2023	\$158,337	\$159,580
1	NU6Director of Finance & Administration	7/1/2023	\$111,904	\$112,782
1	NU4Director of Operations	7/1/2023	\$128,883	\$129,894
1	CLER1Head Clerk	7/1/2023	\$58,161	\$58,968
1	CLER1Head Clerk	7/1/2023	\$57,586	\$58,387
1	CLER2Principal Clerk	7/1/2023	\$53,783	\$54,555
1	CLER4Senior Clerk	7/1/2023	\$45,097	\$45,801

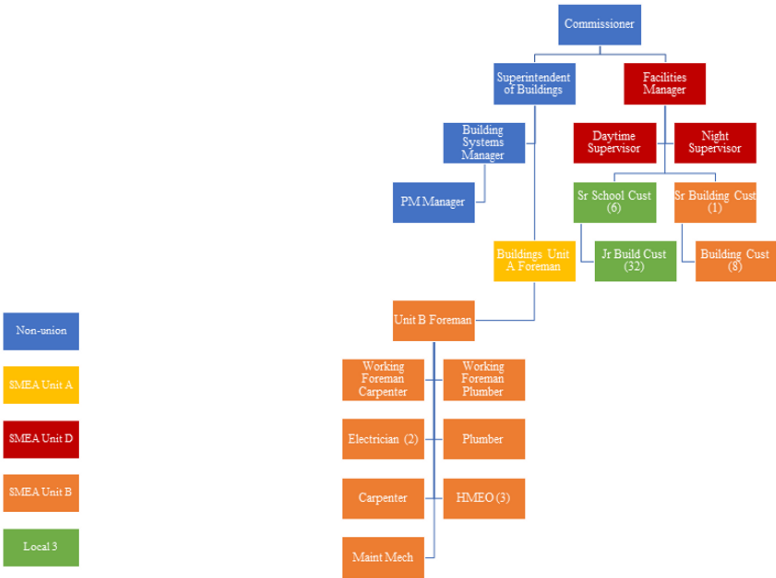


Buildings

Matthew Bennett
Building Superintendent

The Buildings Division supports DPW's mission to ensure all City buildings and schools are safe, clean, and welcoming to all that enter. Specifically, the Buildings Division strives to maintain optimal performance of City buildings and schools, by performing preventative maintenance and repair services to elevators, mechanical, HVAC and control systems, electrical, plumbing, alarm, and security systems. The Buildings Division also performs interior/exterior repairs and renovations including physical support. Lastly, the division provide custodial and maintenance services, clearing of snow from all City owned facilities and walkways, salting walkway surfaces.

DPW Buildings Org Chart

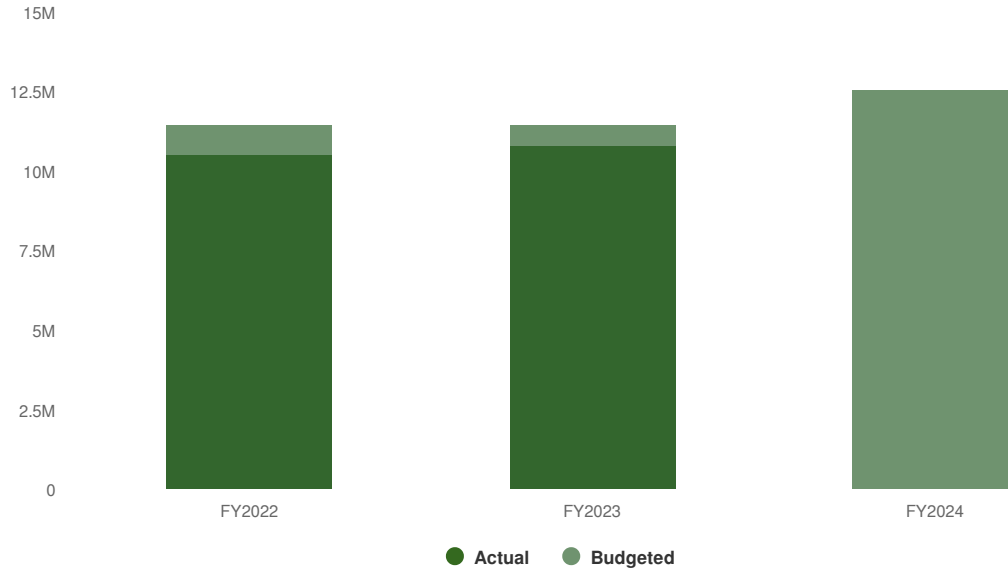


Expenditures Summary

We are increasing the budget by 1%, to account for projected increases in elevator repair, flooring repairs and extermination.

\$12,537,633 **\$1,095,747**
(9.58% vs. prior year)

Buildings Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Develop and implement more efficient standard operating procedures for addressing and completing 311 requests.	SOPs developed by end of Q1
Goal 2: Catalog all school mechanicals in the Access Database PM Tool.	School mechanicals catalogued by end of the FY.
Goal 3: Conduct analysis of conditions of City building systems in order to improve performance and reduce unplanned outages.	Assessment complete by end of the FY.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Improved documentation for cleaning City buildings.	Policies developed.	Complete
Goal 2: Increase preventative maintenance initiatives for City and School buildings.	In FY23, built a database to track equipment and PM needs. Over subsequent years we will be updating the system (see FY24 goals).	In Progress
Goal 3: Complete renovations and upgrades at the Edgerly school to provide additional City and School Department capacity.	Edgarly upgrades completed.	Complete
Goal 4: Conduct ADA surveys of City buildings.	Surveys underway.	In Progress

Budget Detail

Personal Services Changes

Personal Services costs are projected to increase slightly for FY24.

There are currently 5 vacancies in the Buildings Division:

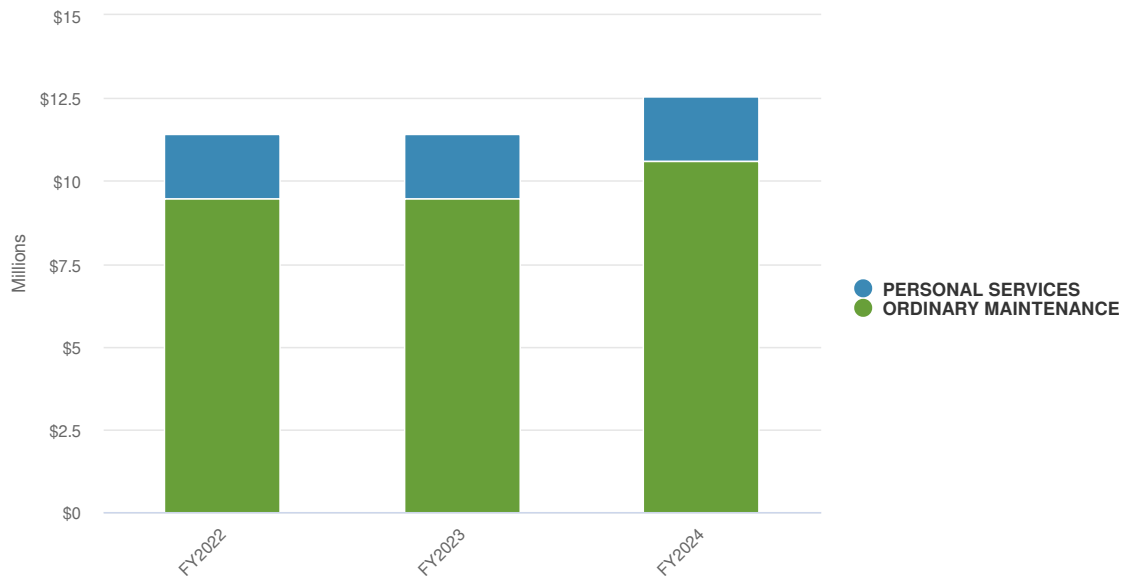
- HMEQ/PWL
- Plumber
- Electrician
- Buildings Maint Mechanic/PWL
- Preventative Maintenance Manager
- Superintendent Buildings

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase by \$1M for FY24.

- Many buildings maintenance and utility lines have been updated to account for increased costs.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$107,645	\$241,150	\$178,874	\$287,606
WAGES	\$964,227	\$1,164,618	\$1,122,948	\$1,181,638
OVERTIME	\$307,594	\$118,235	\$283,316	\$120,218
OVERTIME - LABOR	\$9,347	\$404,000	\$69,983	\$200,000
LONGEVITY	\$11,150	\$18,875	\$20,325	\$17,950
OUT OF GRADE	\$11,511		\$9,930	\$10,000
LONGEVITY-LABOR	\$10,675	\$20,975	\$0	\$20,975
OUT OF GRADE-LABOR	\$2,996	\$8,850	\$901	\$8,850
OTHER DIFFERENTIALS	\$35,803	\$45,746	\$45,430	\$41,999
HOLIDAYS NON-UNION	\$1,510	\$394	\$393	\$2,286
HOLIDAYS - S.M.E.A.	\$10,490	\$2,227	\$6,361	\$9,976
PERFECT ATTENDANCE	\$2,500	\$0	\$2,300	\$0
UNIFORM ALLOWANCE	\$10,150	\$7,350	\$5,900	\$7,262
OTHER LUMP SUM PAYMENTS	\$0	\$1,000	\$4,063	\$19,072
Total PERSONAL SERVICES:	\$1,485,599	\$2,033,420	\$1,750,724	\$1,927,832
ORDINARY MAINTENANCE				
ELECTRICITY	\$3,295,459	\$2,500,000	\$3,613,849	\$2,750,000
NATURAL GAS	\$845,885	\$600,000	\$780,037	\$800,000
OIL	\$78,849	\$100,000	\$70,621	\$100,000
REPAIRS-BUILDINGS & GROUNDS	\$42,523	\$119,000	\$28,538	\$114,466
REPAIRS PARKS & PLAYGRNDS	\$2,500	\$0	\$0	

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
HVAC MAINTENANCE	\$2,188,047	\$2,500,000	\$2,353,229	\$2,905,471
REPAIRS-TOOLS & EQUIPMENT	\$2,627	\$35,000	\$206	\$5,000
R&M - OTHER EQUIPMENT			\$0	\$4,534
FENCE INSTALLATION & MAIN	\$119,206	\$125,000	\$72,314	\$125,000
INTERIOR BLDG MAINT	\$456,697	\$680,000	\$443,455	\$633,111
EXTERIOR BLDG MAINT	\$248,188	\$310,000	\$159,812	\$290,000
FIRE ALARM & EXT R&M	\$131,434	\$180,250	\$187,944	\$236,313
PROGRAM TIME CLOCKS	\$27,999	\$30,000	\$25,495	\$35,000
INTERCOM EQUIP R & M	\$8,198	\$12,000	\$0	\$12,000
ELEVATORS R & M	\$59,469	\$75,000	\$138,731	\$150,000
PLMB R&M			\$0	\$75,000
ROOFING R & M	\$33,639	\$950,000	\$47,968	\$550,000
FLOOR COVERING R & M	\$39,085	\$150,000	\$68,443	\$400,000
REPAIRS TO PARK LIGHTING	\$6,382	\$0	\$0	
RENTALS-BUILDINGS	\$625	\$40,000	\$2,689	\$11,060
RENTAL - TABLES & CHAIRS	\$0	\$10,000	\$0	\$10,889
RENTALS EQUIPMENT	\$42,534	\$80,000	\$92,712	\$122,775
ALARMS	\$84,675	\$120,000	\$87,027	\$120,000
PROFESSIONL & TECHNCL SVC	\$227,712	\$125,000	\$42,827	\$190,000
EXTERMINATION	\$24,519	\$100,000	\$55,259	\$100,000
MOVING SERVICES	\$65,852	\$70,000	\$106,611	\$405,001
OFFICE SUPPLIES	\$638		\$0	
PRINTING & STATIONERY			\$17,273	
OFFICE EQUIPMENT NOT CAPITALIZ			\$3,026	
OFFICE FURNITURE	\$7,995	\$6,000	\$19,215	\$30,000
COMPUTER EQUIPMENT NOT CAPITAL			\$655	
OTH EQUIPMENT NOT CAPITALIZE	\$200,110	\$75,000	\$36,233	\$50,000
PLUMBING SUPPLIES	\$133,791	\$120,000	\$133,360	\$100,000
ELECTRICAL SUPPLIES	\$71,983	\$55,000	\$52,024	\$55,000
PAINT	\$11,479	\$20,000	\$10,701	\$20,000
GLASS	\$1,544	\$100,000	\$4,905	\$100,000
HARDWARE & SMALL TOOLS	\$18,522	\$0	\$35,368	\$50,000
SUNDRY MAINT SUPPLIES	\$298,902	\$265,000	\$291,867	\$265,000
SIGNS AND CONES	\$2,408		\$0	
LUMBER & WOOD PRODUCTS		\$0	\$5,836	
OTHER SUPPLIES	\$0		\$18,094	\$15,000
UNIFORMS	\$35,460	\$16,500	\$39,242	
FLOWERS & FLAGS	-\$2,400	\$0	\$0	
HOLIDAY LIGHTING	\$4,700	\$0	\$0	
Total ORDINARY MAINTENANCE:	\$8,817,236	\$9,568,750	\$9,045,569	\$10,830,620
Total Expense Objects:	\$10,302,835	\$11,602,170	\$10,796,293	\$12,758,452



FY24 Professional & Technical Services

Project/Allocation	Estimate
Environmental Services	\$ 150,000
Cleaning of Public Restrooms	\$ 40,000

Personnel Listing

FTE	GradeJob Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	BLDG2Building Custodian City	7/1/2023	\$53,237	\$62,958
1	BLDG2Building Custodian City	7/1/2023	\$52,712	\$57,027
1	BLDG2Building Custodian City	7/1/2023	\$53,237	\$63,308
1	BLDG2Building Custodian City	7/1/2023	\$51,673	\$54,744
1	BLDG2Building Custodian City	7/1/2023	\$53,237	\$63,308
1	BLDG2Building Custodian City	7/1/2023	\$49,165	\$56,737
1	BLDG2Building Custodian City	7/1/2023	\$49,165	\$51,628
1	BLDG2Building Custodian City	7/1/2023	\$49,165	\$51,628
1	LAB4Carpenter/Public Works Laborer	7/1/2023	\$55,972	\$58,728
1	LAB3Electrician	7/1/2023	\$62,647	\$66,190
1	LAB3Electrician	7/1/2023	\$62,647	\$65,690
1	10Foreman - SMEA A	7/1/2023	\$89,896	\$96,810
1	DPWFMForeman - SMEA B	7/1/2023	\$65,253	\$70,108
1	LAB6HMEO	7/1/2023	\$52,002	\$55,087
1	LAB6HMEO	7/1/2023	\$52,002	\$55,087
1	LAB6HMEO	8/1/2023	\$43,520	\$45,711
1	LAB6Maintenance Mechanic/PWL	7/1/2023	\$52,002	\$54,587
1	LAB3Plumber	9/1/2023	\$50,003	\$54,618
1	NU7Preventive Maintenance Manager	7/1/2023	\$97,638	\$98,404
1	BLDG1Sr Bldg Custodian City	7/1/2023	\$54,647	\$59,396
1	NU5Superintendent of Buildings & Custodians	7/1/2023	\$114,869	\$115,770
1	WKFM3Working Foreman / Carpenter	7/1/2023	\$63,314	\$67,935
1	WKFM3Working Foreman / Plumber	7/1/2023	\$63,314	\$68,285

Responses to Questions from City Council

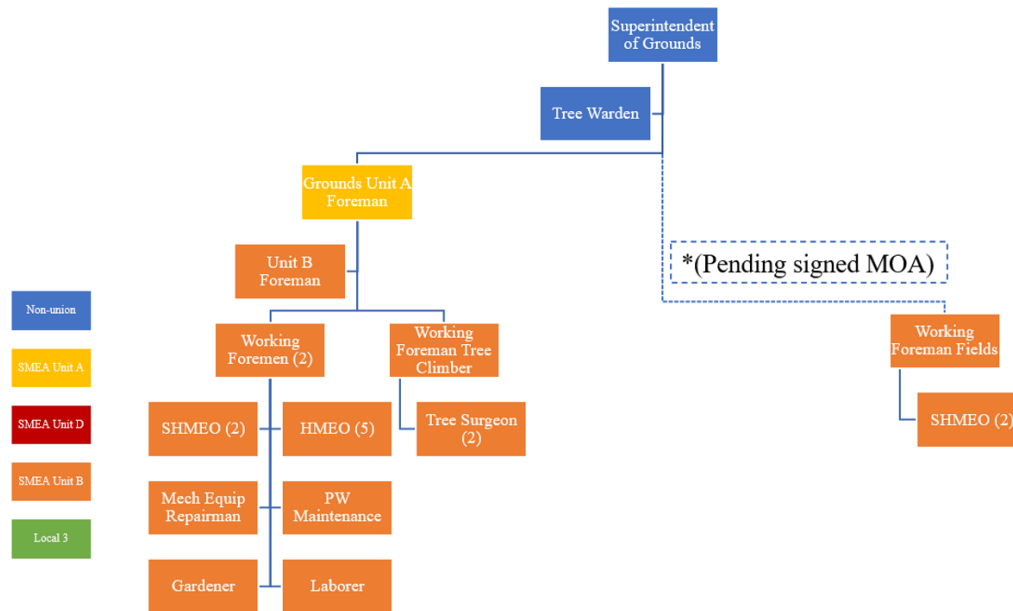
Requested Contracts

Grounds

Ben Waldrip
Superintendent of Grounds

The Grounds Division ensures the functionality and safety within the City of Somerville's parks, athletic fields, playgrounds, dog parks, bike paths, school yards, and green spaces. The Grounds Division maintains and services all city parks with daily duties including trash pickup and removal, recycling, equipment staging for events, flower and ornamental planning, mulching, spring and fall cleanups, Christmas light and holiday set up and breakdown, irrigation startup/winterization, and minor repairs.

DPW Grounds Org Chart

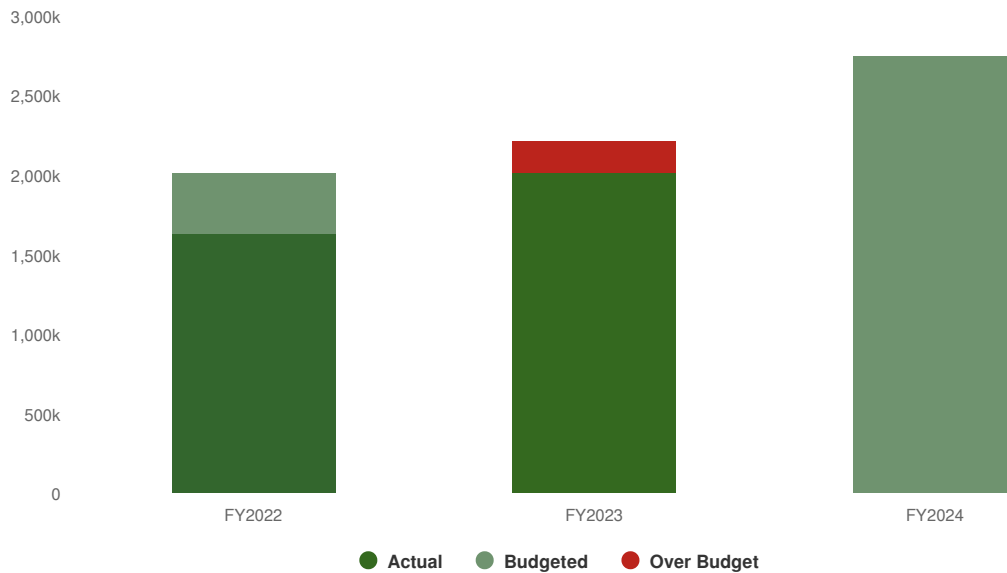


Expenditures Summary

The Grounds Division budget remains at level service for FY23, with the exception of the care for trees line item, for which we now have a tree warden to conduct the work necessary to care for our urban forest. We anticipate a 12% increase in the budget, which includes a 7- year program to address the City of Somerville's previously mentioned urban forest. This takes into consideration the 314 currently identified moderate to high risk trees to be pruned - addressing green-related initiatives for the City.

\$2,751,955 **\$732,771**
(36.29% vs. prior year)

Grounds Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Staffing & training	Fill Tree Crew Positions & review training, PPE, and equipment needs
Goal 2: Repair poured in place rubber across City Playgrounds.	Repair surfaces of 3 additional playgrounds by end of the FY
Goal 3: Continue maintenance across City playgrounds and parks with playground equipment repairs, benches, and landscaping improvements.	Ongoing
Goal 4: Coordinate with PSUF to account for operational needs when developing new parks and playgrounds	Ongoing

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Satisfy community gardener needs by working in conjunction to provide material resources.	All gardens have been supplied with mulch, stone dust and irrigation resources.	Complete
Goal 2: Maintain parks equipment through replacement, upgrades, and painting of equipment.	Throughout year made repairs to damaged and worn equipment.	Complete
Goal 3: Work with Public Space and Urban Forestry (PSUF) to establish proper maintenance practices and techniques in newly renovated parks.	Regularly meet with PSUF on maintenance needs. Review plans for any new renovations.	Complete
Goal 4: Increase efficiency within parks maintenance crews.	Plan has been considered, but put on hold at this time.	On Hold
Goal 5: Repair poured in place surfaces to improve equitable access to play equipment.	Made repairs to parks throughout City.	Complete

Budget Detail

Personal Services Changes

Personal Services are projected flat for FY24.

There are currently 4 positions vacant in the Grounds Division:

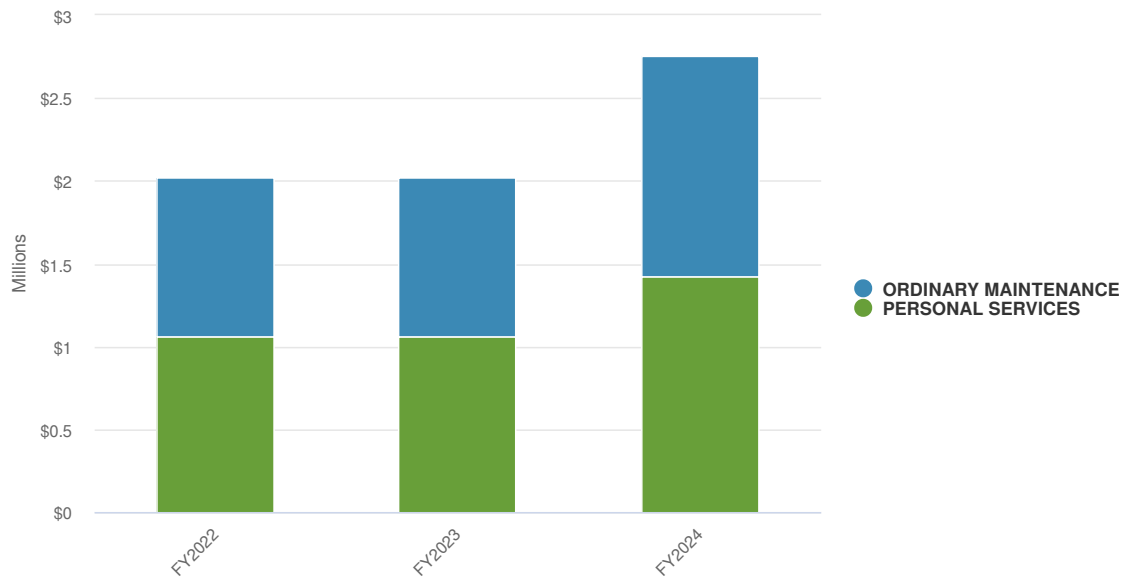
- HMEO/PWL
- SHMEO/Tree Surgeon/PWL
- SHMEO/Tree Surgeon/PWL
- Working Foreman/SHMEO/Tree Climber

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase \$434,773 for FY24.

- This is primarily due to increases in Repairs to Parks and Care of Trees.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$146,227	\$209,550	\$207,143	\$216,885
WAGES - HOURLY PERMANENT	\$739,589	\$974,550	\$771,049	\$920,563
OVERTIME - LABOR	\$176,010		\$200,950	\$177,891
LONGEVITY	\$11,375	\$10,925	\$10,900	\$10,500
OUT OF GRADE-LABOR	\$12,306		\$8,149	\$20,000
OTHER DIFFERENTIALS	\$30,489	\$38,178	\$29,200	\$31,520
HOLIDAYS NON-UNION	\$816	\$383	\$397	\$1,674
HOLIDAYS - S.M.E.A.	\$9,120	\$1,876	\$4,499	\$7,928
PERFECT ATTENDANCE	\$1,000		\$700	\$0
UNIFORM ALLOWANCE	\$0	\$6,300	\$4,500	\$5,571
OTHER LUMP SUM PAYMENTS		\$0	\$0	\$30,478
Total PERSONAL SERVICES:	\$1,126,932	\$1,241,762	\$1,237,486	\$1,423,010
ORDINARY MAINTENANCE				
R&M - REC FACIL/PARKS/PLAYGRND	\$185,159	\$500,000	\$368,191	\$599,800
REPAIRS TO PARK LIGHTING	\$0	\$20,000	\$0	\$3,395
CARE OF TREES	\$178,291	\$335,420	\$348,970	\$372,645
PROFESSIONAL & TECHNICAL SVC	\$0		\$244	\$56,300
OTH EQUIPMENT NOT CAPITALIZE	\$71,072		\$76,550	\$65,000
HARDWARE & SMALL TOOLS			\$1,357	\$12,000
GROUNDKEEPING SUPPLIES	\$95,149	\$50,000	\$26,134	\$48,000
LOAM,SOD,FERTILIZER	\$11,881	\$20,000	\$15,749	\$20,000

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
FOOD SUPPLIES & REFRESHMT	\$277	\$5,000	\$8,145	
UNIFORMS		\$10,000	\$10,071	
FLOWERS & FLAGS	\$75,379	\$75,000	\$88,183	\$76,428
BADGES, EMBLEMS, TROPHIES, MEDALL	\$5,500		\$0	\$1,000
IN STATE TRAVEL	\$485		\$166	\$377
HOLIDAY LIGHTING	\$60,049	\$60,000	\$38,375	\$74,000
Total ORDINARY MAINTENANCE:	\$683,241	\$1,075,420	\$982,134	\$1,328,945
Total Expense Objects:	\$1,810,173	\$2,317,182	\$2,219,620	\$2,751,955

Personnel Listing

10Foreman - SMEA A	7/1/2023	\$93,546	\$99,967
DPWForeman - SMEA B	7/1/2023	\$67,100	\$72,234
LAB8HMEO	7/1/2023	\$51,576	\$55,693
LAB8HMEO/PWL	7/1/2023	\$48,588	\$51,027
LAB8HMEO/PWL	7/1/2023	\$48,588	\$48,969
LAB8HMEO/PWL	7/1/2022	\$48,588	\$48,969
LAB8HMEO/PWL	8/1/2023	\$43,164	\$45,339
LAB11Laborer	7/1/2023	\$48,943	\$52,247
LAB8Mechanic Equipment Repairman	7/1/2023	\$51,576	\$54,643
LAB10Public Grounds Gardener	7/1/2023	\$47,837	\$50,243
LAB10Public Works Maintenance	7/1/2023	\$50,778	\$53,311
LAB5SHMEO	7/1/2023	\$53,876	\$57,142
LAB5SHMEO/PWL	7/1/2023	\$53,343	\$56,486
LAB3SHMEO/Tree Climber/PWL	7/1/2023	\$53,788	\$59,068
LAB3SHMEO/Tree Climber/PWL	7/1/2023	\$53,788	\$59,068
NU5Superintendent of Grounds	7/1/2023	\$117,166	\$118,085
NU8Tree Warden	7/1/2023	\$91,895	\$92,616
WKFM3Working Foreman/SHMEO	7/1/2023	\$58,278	\$62,833
WKFM3Working Foreman/SHMEO	7/1/2023	\$63,314	\$67,235
WKFM4Working Foreman/SHMEO/Tree Climber	7/1/2023	\$60,843	\$66,426

FY24 Professional & Technical Services

Project/Allocation	Estimate
Biowaste Removal	\$ 10,000
Climate Training	\$ 300
Restroom Rentals	\$ 46,000



School Custodians

The Custodial Division strives to provide a clean, safe, and productive learning environment for all students, teachers, and staff at Somerville Schools.

Expenditures Summary

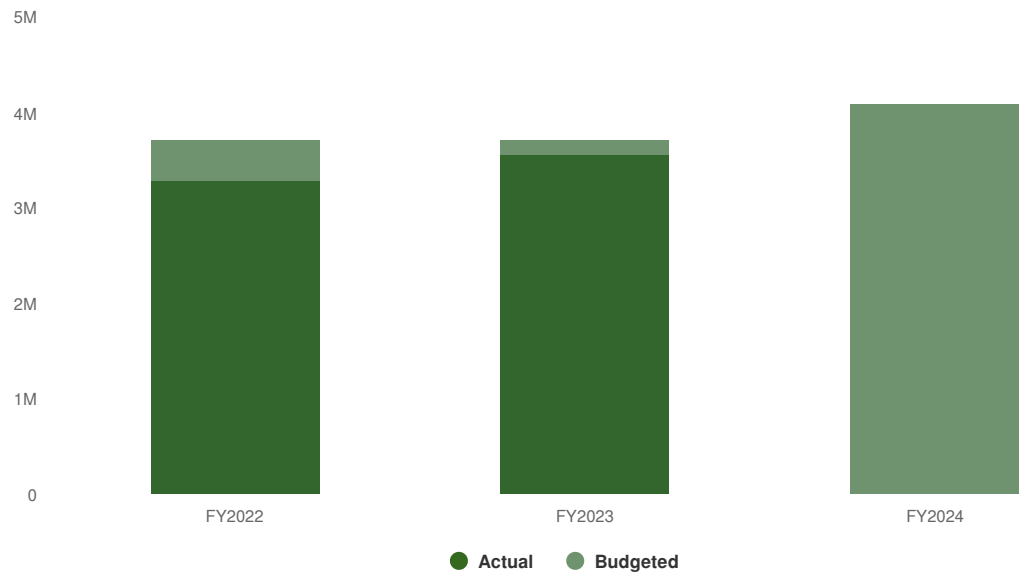
The Custodial Division remains at level service for FY24.

\$4,080,477

\$364,742

(9.82% vs. prior year)

School Custodians Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Create and post Emergency response guideline of action steps to address common emergencies in our schools.	Guidelines developed & posted and custodial staff trained by end of Q3.
Goal 2: Inventory and refresh as necessary all cleaning products, surplus and equipment.	Inventory completed and supplies procured by end of Q1.
Goal 3: Create and post map of all water shut-offs throughout all school buildings to assist with plumbing emergencies.	Post shut-off diagrams in all custodial spaces.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Expand on Standard Operating Procedures by developing publishing a set of cleanliness standards for School facilities.	Standards reviewed and shared with School Department.	Complete
Goal 2: Provide operational support for the expansion of the school composting and recycling programs.	Composting program started. When SPS is ready to resume program, custodians are available.	On Hold
Goal 3: Provide environmental hazard awareness training.	Provided training to school custodians on ladder safety and fire safety.	Complete

Budget Detail

Personal Services Changes

Personal Services are projected up \$200,000 for FY24.

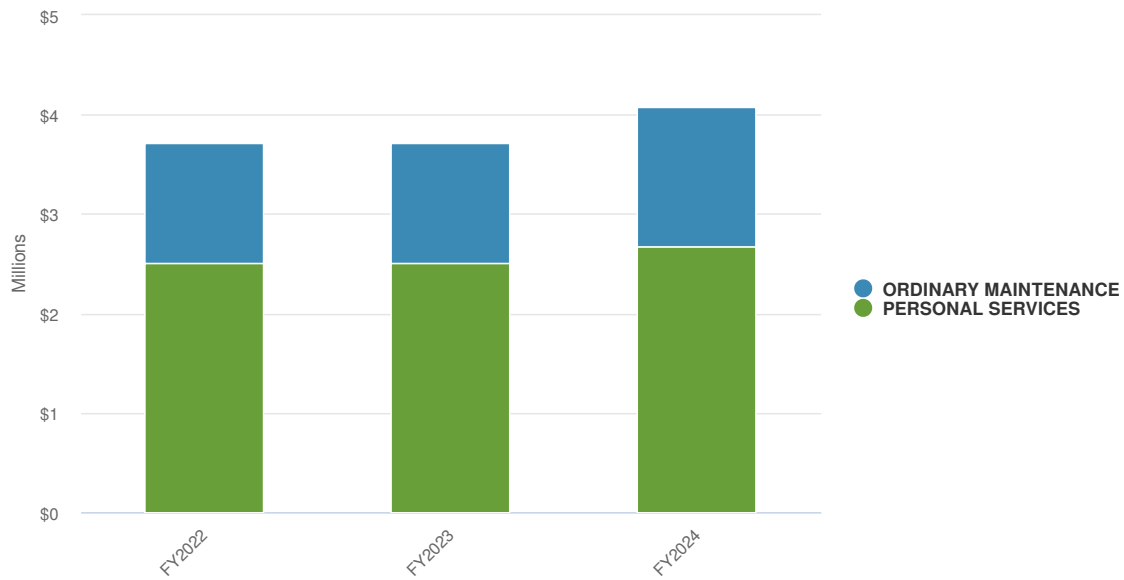
There are currently 2 vacancies in School Custodians:

- Jr Building Custodian + 10%
- Jr Building Custodian + 10%

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase by \$150,000 for FY24.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$2,093,284	\$2,410,544	\$2,152,156	\$2,386,690
OVERTIME	\$105,263	\$120,284	\$91,433	\$165,222
LONGEVITY	\$21,750	\$23,900	\$21,125	\$32,500
OUT OF GRADE	\$1,870	\$4,510	\$9,689	\$10,710
OTHER DIFFERENTIALS	\$7,872	\$10,038	\$7,784	\$9,688
HOLIDAYS	\$23,250	\$17,555	\$8,064	\$17,555
HOLIDAYS - S.M.E.A.	\$2,315	\$4,351	\$15,686	\$24,129
PERFECT ATTENDANCE	\$2,000	\$0	\$8,850	\$8,250
UNIFORM ALLOWANCE	\$700	\$350	\$1,050	\$700
OTHER LUMP SUM PAYMENTS	\$41,250	\$47,500	\$45,401	\$216,361
LUMP SUM SETTLEMENT			\$0	\$350
Total PERSONAL SERVICES:	\$2,299,555	\$2,639,032	\$2,361,238	\$2,872,155
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$905,433	\$1,246,300	\$1,189,574	\$1,400,000
Total ORDINARY MAINTENANCE:	\$905,433	\$1,246,300	\$1,189,574	\$1,400,000
Total Expense Objects:	\$3,204,988	\$3,885,332	\$3,550,812	\$4,272,155

Personnel Listing

EAst Super of Night Custodians	7/1/2023	\$72,138	\$76,939
CDay Supervisor of Custodians	7/1/2023	\$69,323	\$74,203
RFacilities Supervisor	7/1/2023	\$123,151	\$130,144
JC01Jr Building Custodian	7/1/2023	\$53,775	\$56,297
JC01Jr Building Custodian	7/1/2023	\$53,244	\$55,412
JC01Jr Building Custodian	7/1/2023	\$50,660	\$52,307
JC01Jr Building Custodian	7/1/2023	\$53,244	\$55,412
JC01Jr Building Custodian	7/1/2023	\$53,775	\$56,047
JC01Jr Building Custodian	7/1/2023	\$53,775	\$56,847
JC01Jr Building Custodian	7/1/2023	\$53,244	\$55,512
JC01Jr Building Custodian	7/1/2023	\$53,775	\$56,847
JC01Jr Building Custodian	7/1/2023	\$53,775	\$56,697
JC01Jr Building Custodian	7/1/2023	\$53,775	\$55,947
JC01Jr Building Custodian	8/1/2023	\$45,004	\$45,357
JC01Jr Building Custodian +10%	7/1/2023	\$51,166	\$57,955
JC01Jr Building Custodian +10%	7/1/2023	\$53,775	\$62,246
JC01Jr Building Custodian +10%	7/1/2023	\$53,244	\$60,757
JC01Jr Building Custodian +10%	7/1/2023	\$53,775	\$61,346
JC01Jr Building Custodian +10%	7/1/2023	\$53,775	\$62,246
JC01Jr Building Custodian +10%	7/1/2023	\$53,775	\$61,346
JC01Jr Building Custodian +10%	7/1/2023	\$53,775	\$61,696
JC01Jr Building Custodian +10%	7/1/2023	\$51,166	\$57,955
JC01Jr Building Custodian +10%	7/1/2023	\$53,244	\$60,757
JC01Jr Building Custodian +10%	7/1/2023	\$50,660	\$57,393
JC01Jr Building Custodian +10%	7/1/2023	\$53,775	\$61,346
JC01Jr Building Custodian +10%	7/1/2023	\$51,166	\$57,955
JC01Jr Building Custodian +10%	7/1/2023	\$50,660	\$57,393
JC01Jr Building Custodian +10%	7/1/2023	\$51,166	\$57,955
JC01Jr Building Custodian +10%	7/1/2023	\$49,661	\$51,801
JC01Jr Building Custodian +10%	7/1/2023	\$53,775	\$56,697
JC01Jr Building Custodian +10%	7/1/2023	\$49,661	\$49,852
JC01Jr Building Custodian +10%	7/1/2023	\$49,661	\$49,852
JC01Jr Building Custodian +10%	7/1/2023	\$49,661	\$49,852
JC01Jr Building Custodian +10%	7/1/2023	\$49,170	\$55,742
JC01Jr Building Custodian +10%	7/1/2023	\$49,170	\$55,742
JC01Jr Building Custodian +10%	8/1/2023	\$45,004	\$51,020
SC01Sr Custodian 1 +10%	7/1/2023	\$55,651	\$57,837
SC02Sr Custodian 2 +10%	7/1/2023	\$56,768	\$65,563
SC02Sr Custodian 2 +10%	7/1/2023	\$56,768	\$64,763
SC01Sr Custodian 2 +10%	7/1/2023	\$56,768	\$65,413
SC02Sr Custodian 2 +10%	7/1/2023	\$54,014	\$61,611
SC02Sr Custodian 2 +10%	7/1/2023	\$56,768	\$65,013

FY24 Professional & Technical Services

Project/Allocation	Estimate
Custodial Cleaning Contract	\$ 1,400,000



Solid Waste

The Sanitation Division plays an important role in maintaining a clean, healthy city through weekly curbside pickup of solid waste and recycling from residential areas, public buildings, and schools. This service is provided on a contract basis. Solid Waste also collects bulky waste such as white good items from residents who schedule collection and pay a service fee for each item removed. As part of this program, chlorofluorocarbons (CFCs) from certain appliances are removed, and metals and electronics are recycled. These programs support the City's rodent control, cleanliness, and environmental management efforts.

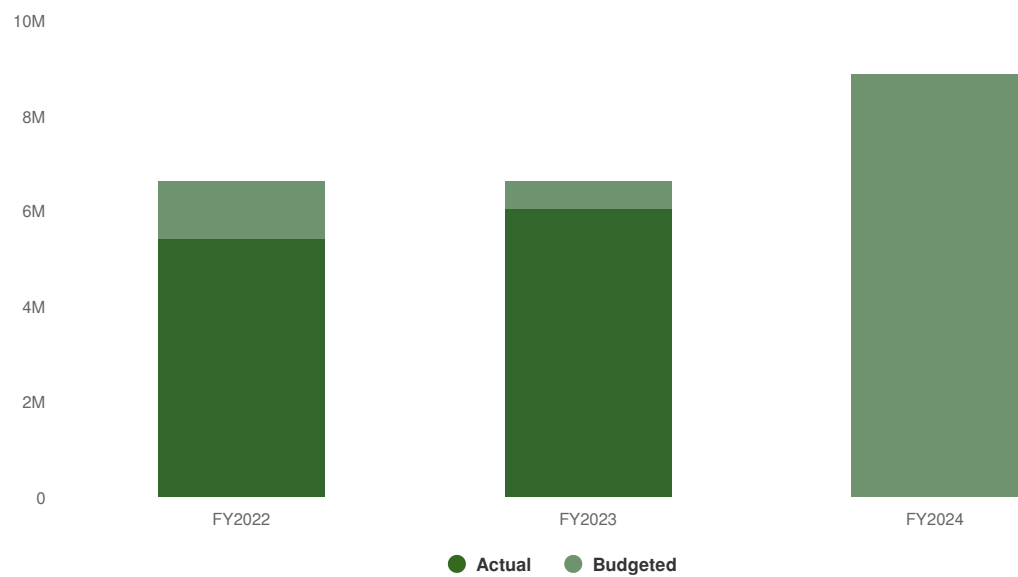
Expenditures Summary

\$8,856,023

\$2,222,848

(33.51% vs. prior year)

Solid Waste Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Support development and implementation of Zero Waste Policy.	Develop a plan based on Zero Waste recommendations within 6 weeks of plan's publication.



Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Decrease turnaround time to deliver new and replacement residential trash and recycling carts to 10 business days.	There were long delays in getting carts from the manufacturer. When we had carts in stock, we met the goal.	Complete
Goal 2: Revise trash and recycling cart policy to be more equitable and make it easier for residents to obtain new and replacement carts.	Policy complete, working with other departments on coordination prior to implementation.	Complete
Goal 3: Work with the School Department and OSE to provide composting and recycling of food services at all schools.	Started a composting program this fall, but operational issues for the school caused it to be abandoned.	On Hold

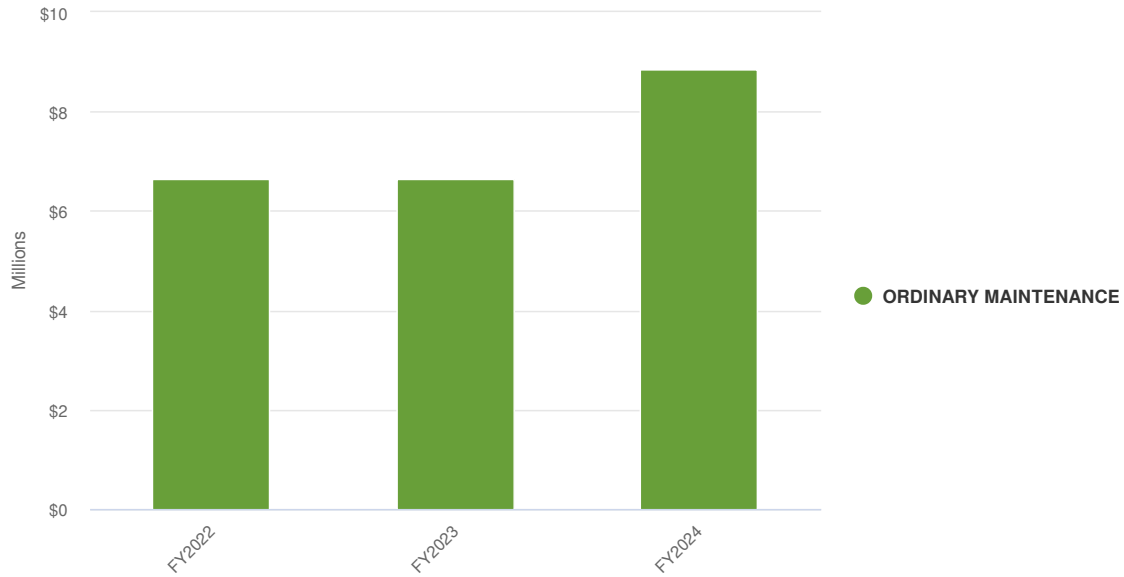
Budget Detail

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase by 2,144,223 or 32% for FY24 due to contractual price increases. This includes:

- An increase of \$464,200 in Rubbish Removal for an anticipated increase in tipping rates.
- An increase of \$50,000 in Recycling to cover the processing of recycled mattresses.
- A decrease of \$110,000 from composting to transfer the school composting program to the Office of Sustainability and Environment.
- An increase of \$1,662,672 to Professional and Technical services to cover increases to solid waste and recycling hauling costs.
- An increase of the Benches and Barrels line by \$48,351 and the Recycling Carts line by \$20,000 to help fight rodents.
- Other small increases and decreases.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
ORDINARY MAINTENANCE				
RUBBISH REMOVAL	\$984,163	\$1,417,800	\$1,273,465	\$1,882,000
RECYCLING	\$340,005	\$1,100,000	\$776,801	\$1,150,000
HAZARDOUS WASTE REMOVAL	\$84,298	\$140,000	\$215,340	\$150,000
COMPOSTING	\$0	\$110,000	\$1,170	
PROFESSIONL & TECHNCL SVC	\$3,743,413	\$3,750,000	\$3,660,023	\$5,412,672
SOFTWARE SERVICES			\$8,645	
POSTAGE	\$0	\$2,000	\$0	\$2,000
PRINTING & STATIONERY	\$0	\$3,000	\$13,661	\$3,000
RECYCLING CARTS	\$118,513	\$100,000	\$76,558	\$120,000
BENCHES & BARRELS	\$0	\$88,000	\$19,762	\$136,351
PHOTOGRAPHIC SUPPLIES	\$0	\$1,000	\$0	
Total ORDINARY MAINTENANCE:	\$5,270,392	\$6,711,800	\$6,045,425	\$8,856,023
Total Expense Objects:	\$5,270,392	\$6,711,800	\$6,045,425	\$8,856,023

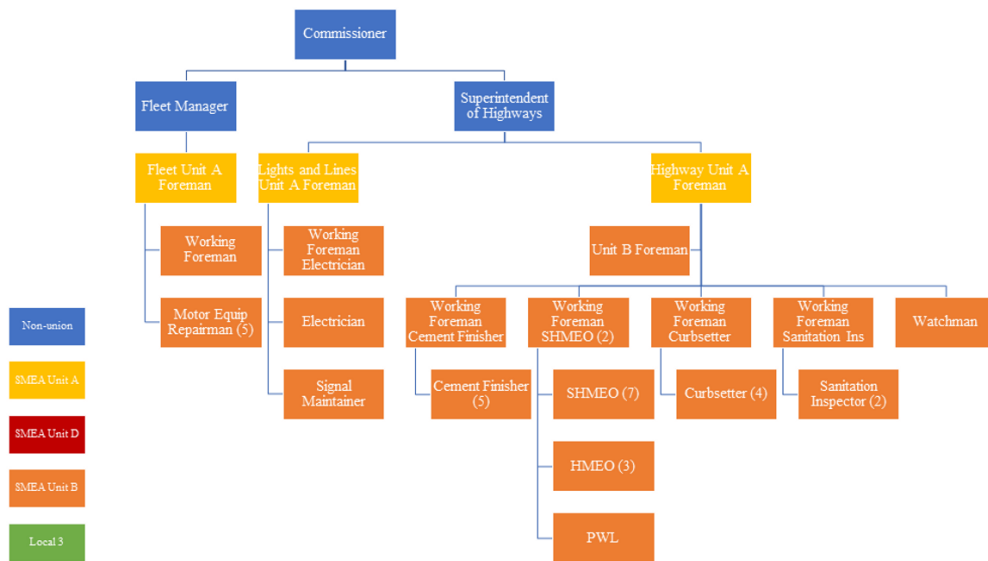
FY24 Professional & Technical Services

Highway

Jeffrey Barbieri
Superintendent of HWY

The Highway Department (Division) is dedicated to serving the City's residents through its wide range of operations, including sidewalk repairs, pothole repairs, snow operations, electronic waste pick-ups, and many other daily services. The Highway Department also keeps our squares and streets clean and free of trash. Twenty-four hours a day, seven days a week, are available to address immediate safety concerns.

DPW Highway Org Chart

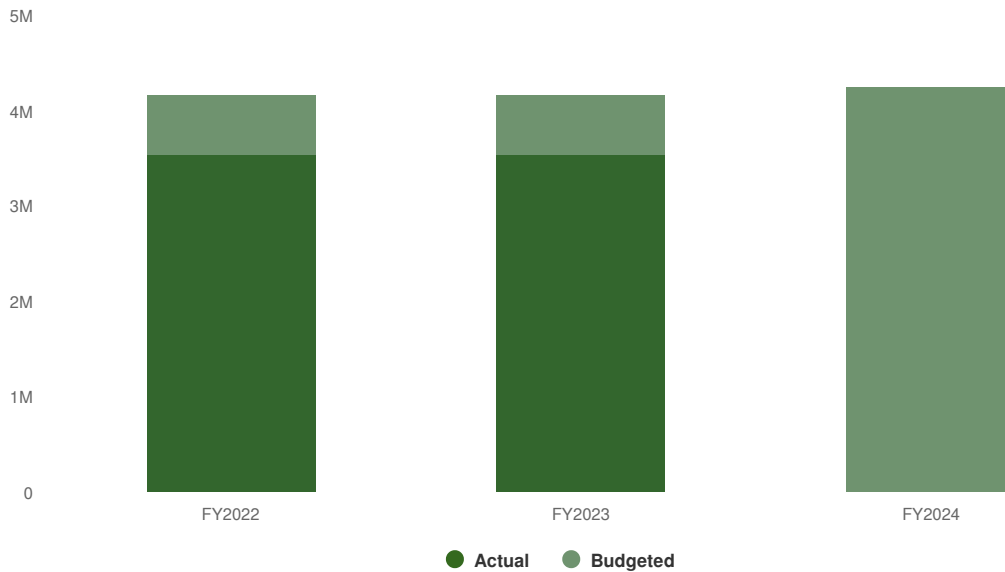


Expenditures Summary

The Highway budget remains at level service for FY23. We anticipate a 2.78% increase in the budget for the inclusion pothole repairs this year and increased costs for supplies.

\$4,246,305 **\$84,337**
(2.03% vs. prior year)

Highway Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Continue cross-training of staff on Equipment and Safety.	Conduct 6 staff trainings.
Goal 2: Respond to 311 requests within two business days.	Provide initial response to 95% of 311 requests within 2 business days.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Respond to all 311 sidewalk repairs, proactively survey and repair all unsafe or damaged sidewalk panels in Somerville's major business districts and commercial corridors.	As of 5/15/23, repaired 1,025 feet of sidewalks and 75 work orders were made temporarily safe.	Complete
Goal 2: Provide cross-training to Highway Department crew to allow operation of all Highway vehicles and equipment.	Provided cross training to all employees, including backhoe, tree chipper, and chainsaw training. All current staff can use all equipment.	Complete
Goal 3: Train in-house crew on the installation of Flexi-Pave around tree. This will help maintain ADA compliance on streets and parks.	Training complete.	Complete
Goal 4: Establish and promote sidewalk closure policy.	Will have sidewalk closure policy in place by end of FY.	In Progress

Budget Detail

Personal Services Changes

Personal Services are projected down 5% for FY24 due to staff turnover.

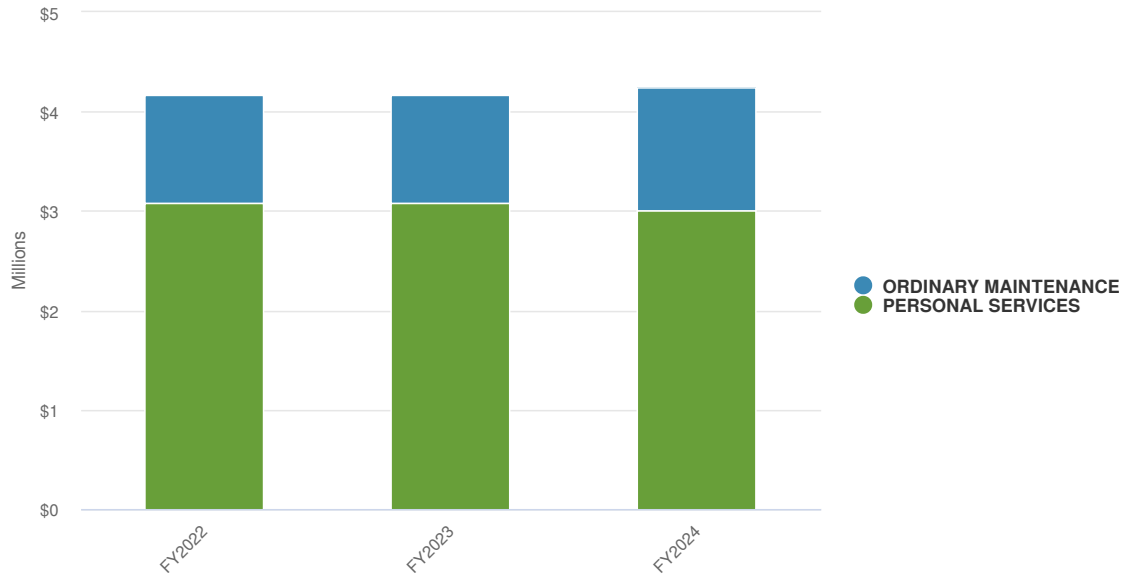
There are currently 9 vacancies in the Highway Department:

- HMEO/PWL
- HMEO/PWL
- HMEO/PWL
- SHMEO/PWL
- SHMEO/PWL
- SHMEO/PWL
- SHMEO/PWL
- SHMEO/PWL
- TEMP PWL
- Working Foreman/SHMEO/PWL

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase by 12% for FY24.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$86,989	\$244,250	\$161,436	\$217,975
WAGES	\$1,730,727	\$2,096,615	\$1,612,420	\$2,124,792
OVERTIME - LABOR	\$428,157	\$522,000	\$538,804	\$522,000
SHIFT DIFFERENTIALS	\$2,141		\$1,514	
LONGEVITY	\$11,798	\$24,250	\$200	\$23,200
LONGEVITY-LABOR	\$10,850	\$34,000	\$19,600	\$34,000
OUT OF GRADE-LABOR	\$59,502	\$32,365	\$45,727	\$32,365
OTHER DIFFERENTIALS	\$63,343	\$79,530	\$61,694	\$16,711
HOLIDAYS NON-UNION	\$408	\$350	\$389	\$1,686
HOLIDAYS - S.M.E.A.	\$19,350	\$3,846	\$9,300	\$17,276
PERFECT ATTENDANCE	\$1,400	\$0	\$1,200	\$0
UNIFORM ALLOWANCE	\$9,450	\$12,950	\$8,750	\$9,100
OTHER LUMP SUM PAYMENTS	\$1,000	\$0	\$139,951	
Total PERSONAL SERVICES:	\$2,425,114	\$3,050,156	\$2,600,985	\$2,999,105
ORDINARY MAINTENANCE				
REPAIRS-TOOLS & EQUIPMENT	\$0	\$5,000	\$0	\$5,000
R&M - PAVING	\$330,868	\$120,000	\$48,055	\$120,000
FENCE INSTALLATION & MAIN	\$7,297	\$15,000	\$0	\$15,000
REPAIRS-HIGHWAYS		\$0	\$2,169	
RENTALS EQUIPMENT	\$0	\$15,000	\$0	\$15,000
RENTALS - VEHICLE	\$36,919	\$40,000	\$4,389	\$40,000

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
RUBBISH REMOVAL	\$162,478	\$160,000	\$321,258	\$230,000
CARE OF TREES	\$1,250	\$0	\$0	
PROFESSIONL & TECHNCL SVC	\$412,990	\$450,000	\$399,452	\$540,000
EMPLOYEE TRAINING COURSES	\$2,220	\$5,000	\$75	
ADVERTISING	\$0	\$1,000	\$0	\$1,000
TOWING			\$2,400	
OFFICE SUPPLIES	\$0	\$1,000	\$669	
STATIONERY	\$2,392	\$5,000	\$9,018	
OFFICE FURNITURE NOT CAPITALIZ			\$8,994	
OTH EQUIPMENT NOT CAPITALIZE	\$9,836	\$10,000	\$16,183	\$10,000
TOOLS	\$0	\$9,500	\$318	\$10,000
PAINT	\$0	\$5,000	\$867	\$5,000
HARDWARE & SMALL TOOLS	\$0	\$10,000	\$8,503	\$10,000
TIRES AND TUBES	\$0		\$1,789	
MOTOR PARTS & ACCESSORIES	\$486		\$0	
SAND AND GRAVEL	\$2,906	\$1,200	\$0	\$1,200
SIGNS AND CONES			\$4,360	\$35,000
BITUMINOUS SUPPLIES	\$30,640	\$75,000	\$42,929	\$75,000
READY MIX CONCRETE	\$27,720	\$155,000	\$51,802	\$125,000
LUMBER & WOOD PRODUCTS	\$0	\$5,000	\$360	\$5,000
MASONRY SUPPLIES	\$0	\$5,000	\$0	\$5,000
OTHER SUPPLIES			\$1,755	
UNIFORMS	\$14,669	\$15,000	\$14,070	
IN STATE TRAVEL	\$411	\$3,000	\$107	
Total ORDINARY MAINTENANCE:	\$1,043,082	\$1,110,700	\$939,519	\$1,247,200
Total Expense Objects:	\$3,468,196	\$4,160,856	\$3,540,504	\$4,246,305

FY24 Professional & Technical Services

Project/Allocation	Estimate
Street Sweeping	\$ 540,000

Personnel Listing

FTE	GradeJob Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	DPWFMDPW Foreman	7/1/2023	\$65,253	\$67,465
1	NU7Fleet Manager	7/1/2023	\$95,724	\$96,475
1	11Highway Yard Foreman	7/1/2023	\$91,424	\$94,042
1	LAB6HMEO/PWL	8/1/2023	\$43,164	\$49,825
1	LAB6HMEO/PWL	7/1/2023	\$47,159	\$54,437
1	LAB6HMEO/PWL	8/1/2023	\$43,164	\$43,823
1	LAB1AMotor Equipment Repairman	7/1/2023	\$61,569	\$62,552
1	LAB1AMotor Equipment Repairman	7/1/2023	\$60,356	\$60,829
1	LAB1AMotor Equipment Repairman	7/1/2023	\$61,569	\$63,752
1	LAB1AMotor Equipment Repairman	7/1/2023	\$61,569	\$62,552
1	LAB1AMotor Equipment Repairman	7/1/2023	\$61,569	\$62,052
1	10Motor Equipment Repairman Foreman	7/1/2023	\$93,546	\$95,980
1	LAB4SHMEO/Cement Finisher/PWL	7/1/2023	\$55,972	\$56,911
1	LAB4SHMEO/Cement Finisher/PWL	7/1/2023	\$55,972	\$57,261
1	LAB4SHMEO/Cement Finisher/PWL	7/1/2023	\$54,869	\$55,800
1	LAB4SHMEO/Cement Finisher/PWL	7/1/2023	\$54,326	\$55,352
1	LAB4SHMEO/Cement Finisher/PWL	7/1/2023	\$54,326	\$55,352
1	LAB4SHMEO/Curbsetter/PWL	7/1/2023	\$55,418	\$56,353
1	LAB4SHMEO/Curbsetter/PWL	7/1/2023	\$53,788	\$64,657
1	LAB4SHMEO/Curbsetter/PWL	8/1/2023	\$49,231	\$59,179
1	LAB4SHMEO/Curbsetter/PWL	8/1/2023	\$49,231	\$59,179
1	LAB5SHMEO/PWL	7/1/2023	\$52,292	\$52,702
1	LAB5SHMEO/PWL	8/1/2023	\$45,539	\$52,549
1	LAB5SHMEO/PWL	8/1/2023	\$45,539	\$52,549
1	LAB5SHMEO/PWL	7/1/2023	\$49,754	\$57,413
1	LAB5SHMEO/PWL +10%	7/1/2023	\$51,262	\$51,664
1	LAB5SHMEO/PWL +10%	7/1/2023	\$50,754	\$51,152
1	LAB5SHMEO/PWL +10%	7/1/2023	\$50,252	\$51,146
1	NU5Superintendent of Highway	7/1/2023	\$114,869	\$115,770
1	LAB11Temp Laborer	7/1/2023	\$48,943	\$50,177
1	INSPIWaste Collection Inspector	7/1/2023	\$71,877	\$74,341
1	INSPIWaste Collection Inspector	7/1/2023	\$67,043	\$69,619
1	LAB11Watchman	7/1/2023	\$48,943	\$49,827
1	WKFM4Working Foreman / Motor Equipment Repairman	7/1/2023	\$75,182	\$76,372
1	WKFM4Working Foreman / Waste Collection Inspector	7/1/2023	\$75,182	\$78,022
1	WKFM3Working Foreman/SHMEO/Cement Finisher/PWL	7/1/2023	\$61,452	\$62,784
1	WKFM3Working Foreman/SHMEO/Curbsetter/PWL	7/1/2023	\$62,066	\$64,453
1	WKFM3Working Foreman/SHMEO/PWL	7/1/2023	\$61,452	\$62,784
1	WKFM3Working Foreman/SHMEO/PWL	9/1/2023	\$50,535	\$58,249



Lights & Lines - Electrical

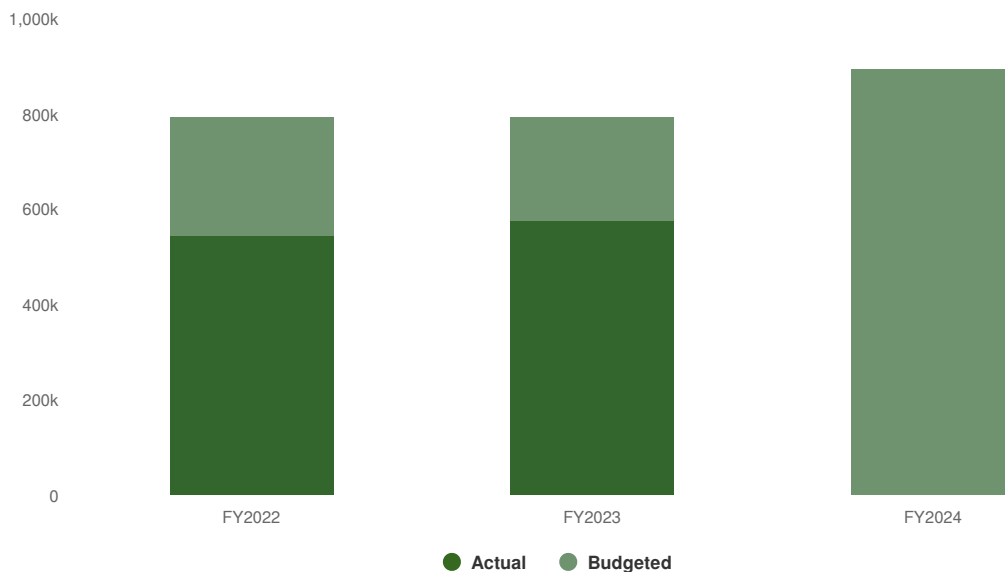
To ensure electrical systems under the City's purview, including fire alarm pull boxes, traffic signals, street lighting, publicly displayed information systems (i.e. blue lights, traffic speed message boards, etc.), and the City's radio system, are well maintained, safe, and comply with all relevant regulations. The Division also strives to respond to requests and concerns from residents, including wire concerns and Dig Safe compliance requests, in a timely, courteous, and safe manner. Police, Fire and 311 receive special emphasis for traffic controls that malfunction.

Expenditures Summary

We have kept the Lights and Lines budget level funded. There is no change in service levels, as this augments the Highway Budget.

\$894,543 **\$101,315**
(12.77% vs. prior year)

Lights & Lines - Electrical Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Continue to transition to wireless emergency call boxes.	Transition 10 emergency call boxes.
Goal 2: Continue to deploy solar streetlights.	Install 12 solar lights.
Goal 3: Continue to install upgraded PED lights.	Upgrade 5 intersections.

Update on FY23 Goals

Goal	Measure of Progress	Status
Goal 1: Repair and replace inferior quality pedestrian buttons, countdown timers and emergency call boxes.	Will have 7 replaced by end of Fiscal Year.	In Progress
Goal 2: Continue to transition to citywide wireless, solar-powered emergency call boxes.	Installed new solar call boxes on Beacon.	In Progress
Goal 3: Upgrade the City's blue light emergency notification system.	Emergency system has been completed.	Complete
Goal 4: Continue to deploy solar street lights.	Not able to obtain solar lights at current prices.	On Hold

Budget Detail

Personal Services Changes

Personal Services are projected unchanged for FY24.

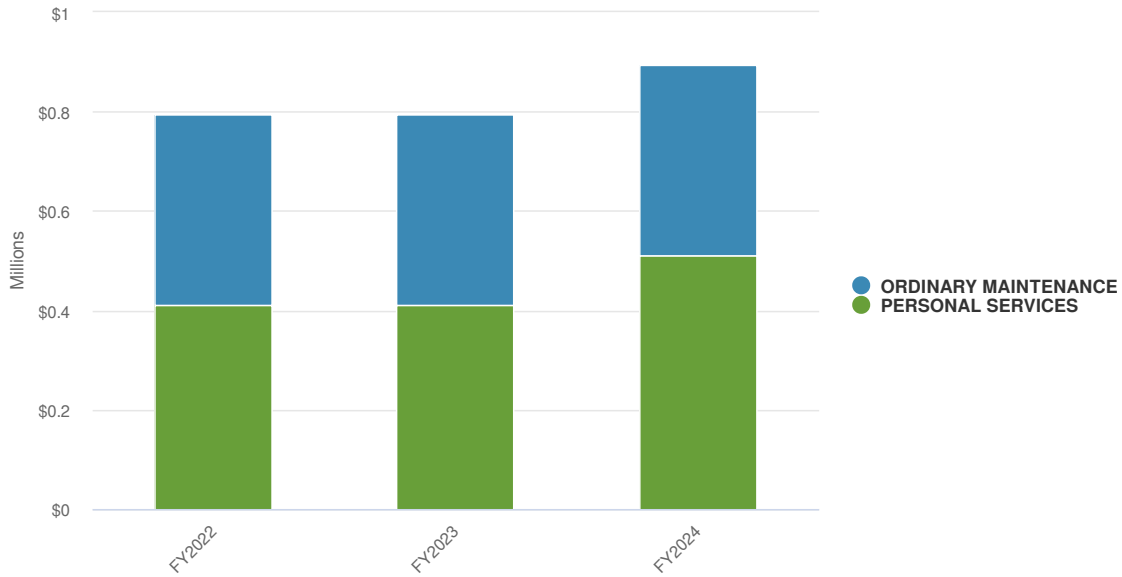
There is currently 1 vacancy in the Electrical Division:

- Working Foreman Electrician

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected unchanged for FY24.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$0	\$5,220	\$0	\$5,216
WAGES	\$213,349	\$265,904	\$242,792	\$367,185
OVERTIME - LABOR	\$118,510	\$110,000	\$90,736	\$110,000
LONGEVITY	\$2,100	\$3,950	\$0	\$3,950
LONGEVITY-LABOR	\$1,975	\$3,950	\$3,950	\$3,950
OUT OF GRADE-LABOR	\$13,249	\$8,800	\$17,878	\$8,800
OTHER DIFFERENTIALS	\$8,255	\$10,404	\$10,537	\$9,580
HOLIDAYS - S.M.E.A.	\$2,428	\$523	\$1,320	\$2,312
PERFECT ATTENDANCE	\$500	\$0	\$0	
UNIFORM ALLOWANCE	\$1,050	\$1,400	\$1,000	\$1,050
OTHER LUMP SUM PAYMENTS		\$0	\$2,974	
Total PERSONAL SERVICES:	\$361,416	\$410,151	\$371,186	\$512,043
ORDINARY MAINTENANCE				
REPAIRS-TRAFFIC CONTROL	\$76,387	\$90,000	\$69,455	\$90,000
REPAIRS-COMMUN. EQUIP.	\$18,693	\$20,000	\$2,929	\$20,000
REPAIRS-FIRE ALARM	\$5,190	\$40,000	\$44,249	\$40,000
REPAIRS TO LIGHTING	\$19,810	\$60,000	\$46,624	\$60,000
PROFESSIONL & TECHNCL SVC	\$75,993	\$145,000	\$21,885	\$105,000
BOOKS & BOOKBINDING	\$0	\$1,000	\$534	\$1,000
ELECTRICAL SUPPLIES	\$10,380	\$15,000	\$15,608	\$55,000
PAINT	\$0	\$1,500	\$1,494	\$1,500

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
HARDWARE & SMALL TOOLS	\$3,083	\$10,000	\$397	\$10,000
Total ORDINARY MAINTENANCE:	\$209,536	\$382,500	\$203,175	\$382,500
Total Expense Objects:	\$570,952	\$792,651	\$574,361	\$894,543

FY24 Professional & Technical Services

Project/Allocation	Estimate
Traffic Signal & Street Lighting Contract	\$ 145,000

Position Listing

FTE	GradeJob Title	Start Date	FY24 Base Salary	FY24 Total Compensation
1	LAB3Electrician	7/1/2023	\$60,805	\$66,386
1	10PV Foreman	7/1/2023	\$93,546	\$99,817
1	ELEC2Signal Maintainer	7/1/2023	\$55,972	\$59,578
1	WKFM3Working Foreman Electrician	7/1/2023	\$63,314	\$69,853

Fleet Management

Lorraine Moorehouse

Fleet Manager

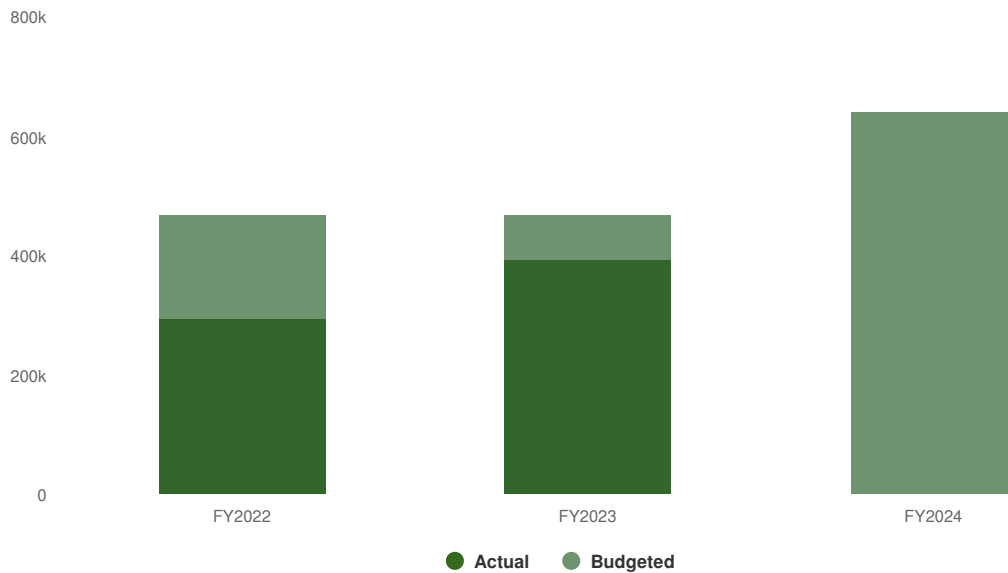
The Fleet Division is responsible for service and maintenance of all city-owned vehicles, which supports city-wide functions for public works, emergency response, fire & safety, including snow removal equipment, including the responsibility for the maintenance and service of the fuel management system.

Expenditures Summary

We have kept the Fleet Budget level funded. There is no change in service levels, as this augments the Highway Budget.

\$641,430 **\$173,430**
(37.06% vs. prior year)

Fleet Management Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Continue to Roll out Safety Technology in City Vehicles, increasing the number of speed limiters from 9 to 17.	Install eight new speed limiters by end of Q2.
Goal 2: Integrate Fleet Management Software into Fueling System.	Integrated by end of the FY.
Goal 3: Purchase new Electrical Vehicles and Hybrids, raising the number of electric and hybrid vehicles by 4.	Purchase 3 Hybrid and 1 electrical vehicle by end of the FY.

Update on FY23 Goals

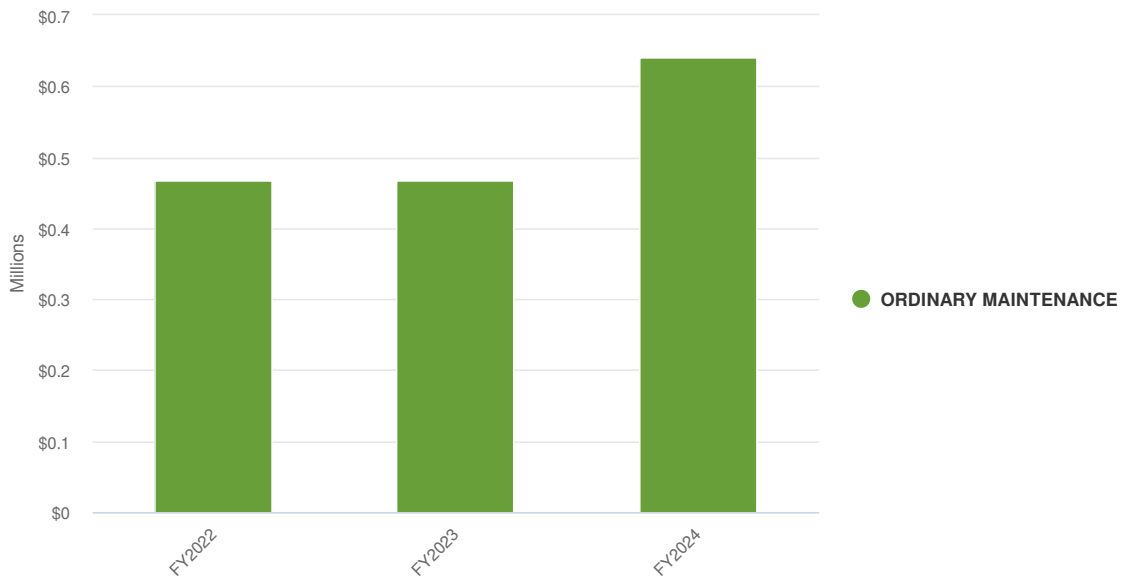
Goal	Measure of Progress	Status
Goal 1: Increase mobility for all sidewalk and road users by installing speed limiters in all DPW vehicles to help prevent motor vehicle crashes caused by speed.	Working with vendor on installation of 10 additional DPW Vehicles.	In Progress
Goal 2: Implement a web-based fuel management system.	Implemented.	Complete
Goal 3: Continue to support acquisition of departmental vehicle purchases by providing guidance on the purchase of safe, sustainable vehicles.	Specs have been developed, but supply chain issues will postpone actual procurement of vehicles.	In Progress
Goal 4: Replace DPW vehicles with Hybrid and Electric Vehicles.	In scope, replaced 3 ICE vehicles with Hybrid Vehicles and 1 ICE vehicle with an electric vehicle. However, supply issues will make it difficult to receive this fiscal year.	On Hold

Budget Detail

Ordinary Maintenance Changes

Ordinary Maintenance costs have increased 39% for FY24 to accommodate an aging fleet.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
ORDINARY MAINTENANCE				
R&M - VEHICLES	\$73,821	\$120,000	\$92,954	\$170,000
R&M - TOOLS & EQUIPMENT	\$0	\$3,000	\$2,275	\$3,000
PROFESSIONAL & TECHNICAL SVC	\$0	\$75,000	\$350	\$65,000
TOWING	\$3,782	\$10,000	\$1,210	\$25,000
SOFTWARE SERVICES	\$31,362	\$15,000	\$10,150	\$15,000
OFFICE EQUIPMENT NOT CAPITALIZ			\$1,175	
COMPUTER EQUIPMENT NOT CAPITAL	\$12,435	\$7,000	\$0	\$12,000
TELECOM. EQUIP NOT CAPITALIZED			\$38,425	\$6,400
TOOLS			\$0	\$35,000
GLASS	\$3,481	\$8,000	\$5,610	\$5,000
HARDWARE & SMALL TOOLS	\$0	\$10,000	\$454	\$20,000
TIRES AND TUBES	\$16,656	\$20,000	\$32,627	\$40,000
MOTOR PARTS & ACCESSORIES	\$178,493	\$200,000	\$208,320	\$245,000
MEDICAL & DENTAL SUPPLIES			\$0	\$30
Total ORDINARY MAINTENANCE:	\$320,029	\$468,000	\$393,550	\$641,430
Total Expense Objects:	\$320,029	\$468,000	\$393,550	\$641,430

FY24 Professional & Technical Services

Fields Maintenance

Ben Waldrip
Superintendent of Grounds

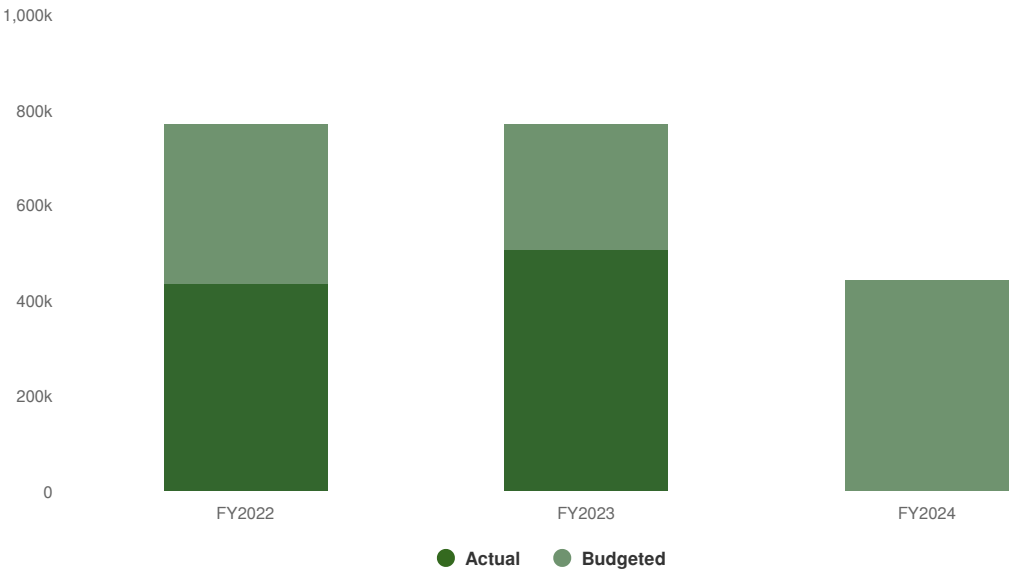
The DPW Fields Maintenance division oversees all athletic fields in the city.

Fields Division Core Function:
The Field Maintenance Division is responsible for maintenance and upkeep of the City's many athletic fields from the ground up. Field Maintenance ensures proper soil health and composition for our natural grass fields and care of the City's synthetic turf fields. The Fields Division is committed to long-term improvements to all playing surfaces.

Expenditures Summary

\$442,119 **-\$327,056**
(-42.52% vs. prior year)

Fields Maintenance Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Incorporate Fields division work into the DPW Grounds division.	Develop Work Plan for fields staff.
Goal 2: Soil remediation	Amend soil compositions of Lincoln Park Softball and Soccer Diamonds to remediate the sand-based soil and natural grass playing surface.
Goal 3: Aeration/Topdressing	<ul style="list-style-type: none"> ◦ Continue Aeration/Topdressing on Athletic Fields ◦ Begin incorporating similar practices across City of Somerville Public Spaces and Parks with fusion of Parks and Rec Fields Staff, labor pool, and equipment.
Goal 4: Remote Access Systems	<ul style="list-style-type: none"> ◦ Upgrade irrigation at Hodgkin's Park and Nunziato to match the remote access systems at Lincoln Park and Trum Field. ◦ Advance phasing over time clocks that are added to the Rainbird IQ system to have remote access to all systems in City of Somerville.
Goal 5: Working with PSUF on the design, renovation, and construction of the Dilboy Auxiliary Fields.	Attend Regular meetings with PSUF.

Budget Detail

Personal Services Changes

Personal Services are projected down 26% for FY24.

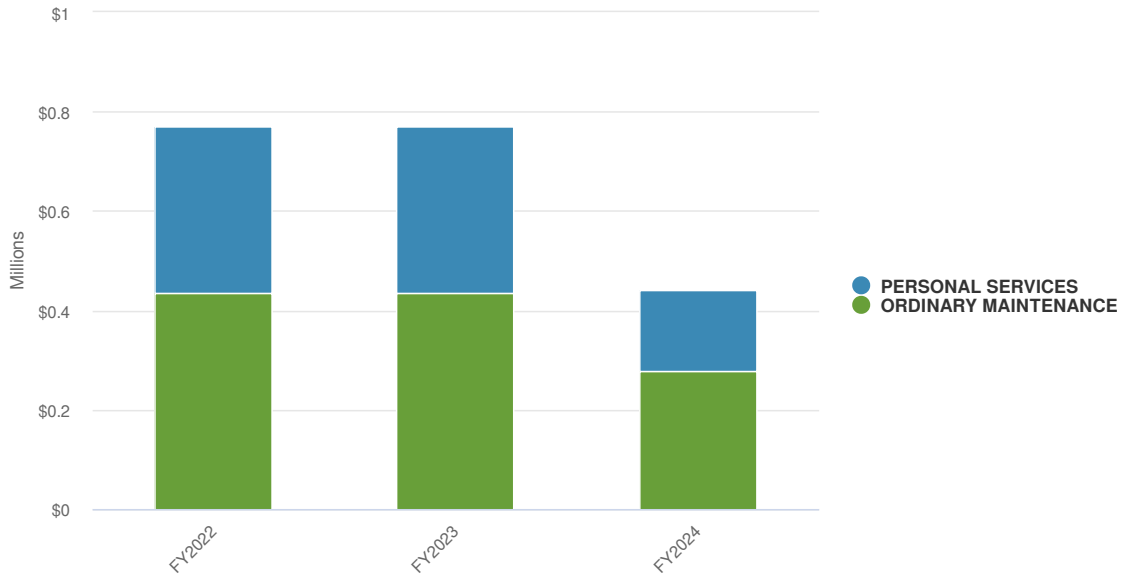
- Director of Operations allocated under Parks & Recreation.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected down 42% for FY24.

- FY23 included a one-time expenditure to resurface Lincoln Park of \$500K.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$161,828	\$246,321	\$201,367	\$0
OVERTIME	\$35,800	\$65,000	\$24,594	
LONGEVITY	\$650	\$600	\$600	\$0
OTHER DIFFERENTIALS	\$6,648	\$6,578	\$4,787	\$0
HOLIDAYS NON-UNION	\$0	\$153	\$167	\$0
HOLIDAYS - S.M.E.A.	\$1,955	\$321	\$675	\$0
PERFECT ATTENDANCE	\$500		\$0	
UNIFORM ALLOWANCE	\$700	\$1,050	\$1,050	\$0
Total PERSONAL SERVICES:	\$208,081	\$320,023	\$233,240	\$0
ORDINARY MAINTENANCE				
R&M - REC FACIL/PARKS/PLAYGRND	\$7,751	\$25,000	\$67,565	\$0
R&M - TOOLS & EQUIPMENT	\$8,595	\$7,000	\$0	
R&M - OTHER EQUIPMENT	\$0	\$10,000	\$4,264	\$0
REPAIRS TO PARK LIGHTING	\$0	\$10,000	\$0	\$0
PROFESSIONAL & TECHNICAL SVC	\$97,405	\$298,500	\$97,315	\$0
OFFICE SUPPLIES	\$0	\$1,700	\$895	
OTH EQUIPMENT NOT CAPITALIZE	\$31,893		\$26,215	
PAINT	\$23,802	\$15,000	\$70	\$0
GROUNDKEEPING SUPPLIES	\$51,705	\$30,000	\$51,142	\$0
LOAM,SOD,FERTILIZER	\$20,646	\$30,000	\$22,945	\$0

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
SIGNS AND CONES			\$1,280	
UNIFORMS	\$0	\$5,000	\$0	
IN STATE TRAVEL	\$0	\$3,500	\$972	\$0
Total ORDINARY MAINTENANCE:	\$241,796	\$435,700	\$272,662	\$0
Total Expense Objects:	\$449,877	\$755,723	\$505,902	\$0

Personnel Listing

1	LAB4Athletic Field Laborer	7/1/2023	\$55,972	\$59,328
1	LAB4Athletic Field Laborer	9/1/2023	\$44,675	\$46,886
1	WKFM3Working Foreman	8/1/2023	\$55,688	\$58,402



Snow Removal

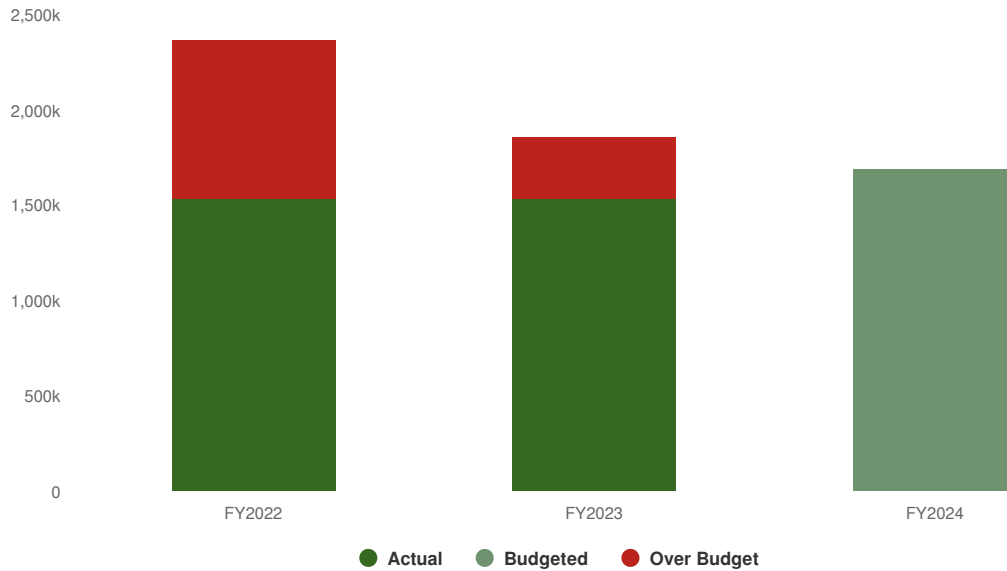
DPW Snow operations ensures that City roadways and walkways are maintained in such a manner as to prevent or reduce accidents and injuries, facilitate the handling of emergencies by first responders, and maintain the mobility of all residents, all while focusing on efficient deployment of resources.

Expenditures Summary

The Snow Removal budget will be increased by 6.8% this year in anticipation of additional protected bicycle and pedestrian infrastructure.

\$1,687,488 **\$153,150**
(9.98% vs. prior year)

Snow Removal Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Expand Brining Program to key secondary streets (currently the City only brines on crosstown and main streets).	Identify additional streets to brine by end of Q2.
Goal 2: Expand “Smart” Snow Fighting Technologies from 1 unit to 4 units.	Purchase 3 additional pavement monitoring tools and install them onto vehicles by end of Q2.
Goal 3: Continue to develop and publish Snow Policies and Procedures.	Publish Snow Policies by end of Q2.

Update on FY23 Goals

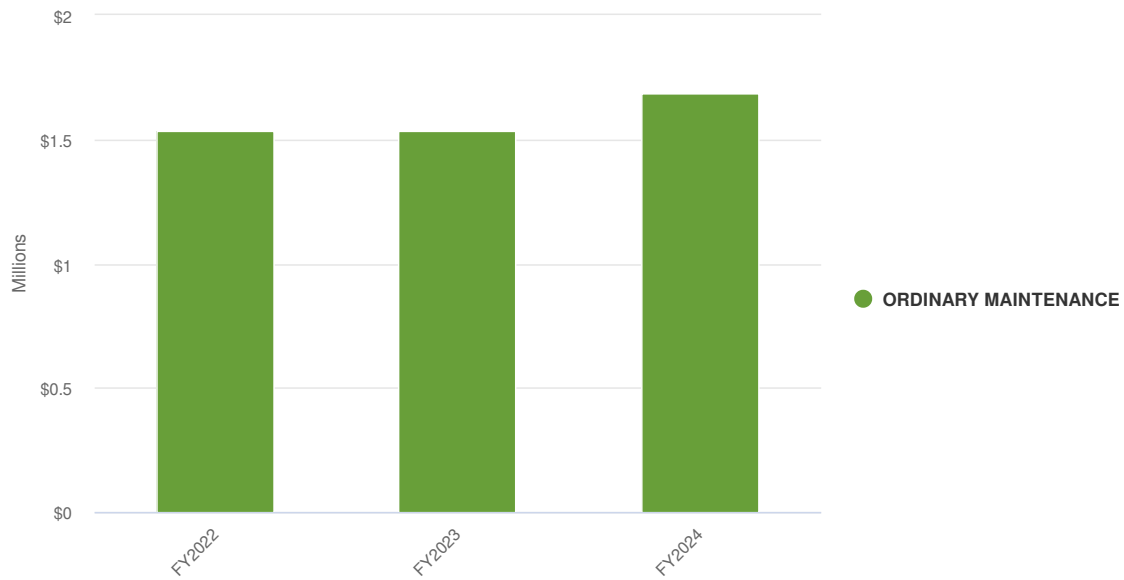
Goal	Measure of Progress	Status
Goal 1: Improve mobility for all pedestrians and road users.	Continued to run the pilot, although no single snow events triggered snow removal operations.	Complete
Goal 2: Develop and implement policies for snow removal and maintenance of new infrastructure, including GLX and other bike facilities.	Updated snow clearing policy for new separated bike facilities.	Complete
Goal 3: Improve administrative procedures for snow-related procurement and contract management.	Implemented a vendor tracking tool. Trained staff in tool.	Complete
Goal 4: Review & update Internal Standard Operating Procedures (SOP).	Review of SOPs underway.	In Progress
Goal 5: Develop a sustainable plan and policy for snow disposal.	Interim snow farms located, working with vendors to determine offsite storage.	In Progress

Budget Detail

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase by 6.8% to account for additional clearing around new separated bike facilities.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
ORDINARY MAINTENANCE				
SNOW REMOVAL	\$2,099,448	\$1,545,000	\$1,632,350	\$1,653,150
POLICE DETAIL	\$26,052	\$34,338	\$2,890	\$34,338
EQUIPMENT			\$220,077	\$28,200
Total ORDINARY MAINTENANCE:	\$2,125,500	\$1,579,338	\$1,855,317	\$1,715,688
Total Expense Objects:	\$2,125,500	\$1,579,338	\$1,855,317	\$1,715,688

Supplemental Material

Please see attached memo.

Water Enterprise Fund



Division Mission Statement: To maintain and improve the City's potable water distribution system in order to ensure a high quality and dependable water supply in a fiscally and environmentally responsible manner. The department also enables adequate fire protection throughout the water distribution system to ensure public health and safety.

Revenues Summary

\$18,996,902

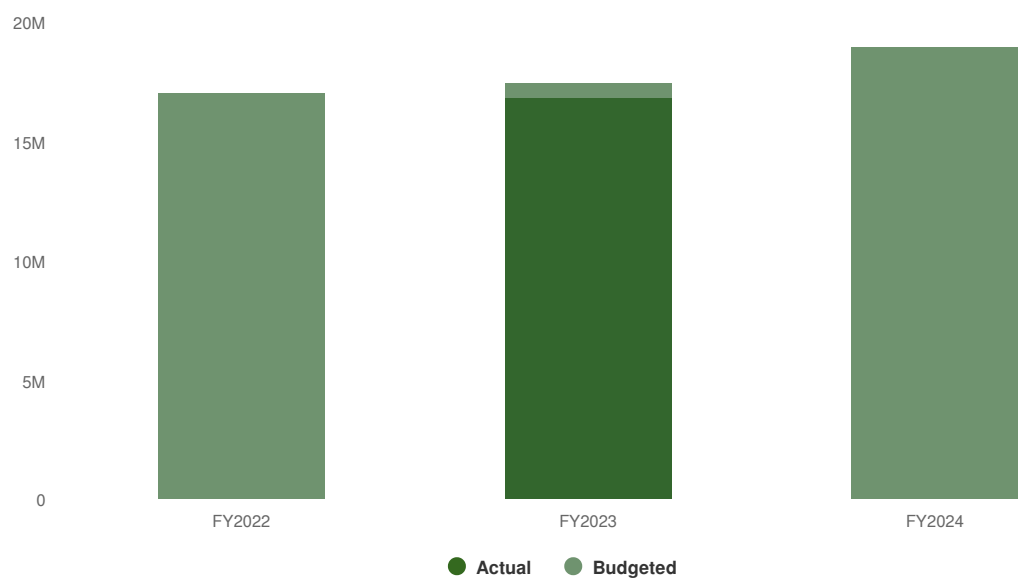
\$1,449,437
(8.26% vs. prior year)

Expenditures Summary

\$18,996,902

\$1,491,332
(8.52% vs. prior year)

Water Enterprise Fund Proposed and Historical Budget vs. Actual



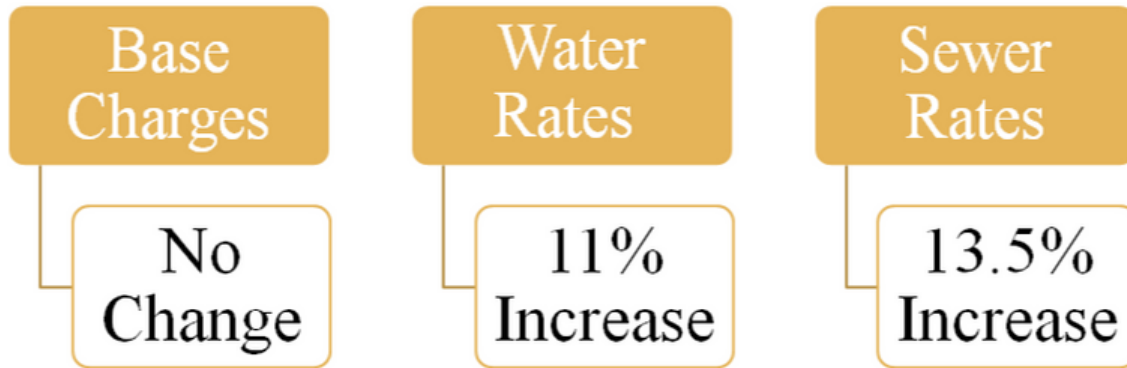
Water Rate Impacts

Total Change in Annual Costs for Various Billing Units (including base & volumetric charges, amended)				
	FY 2023	FY 2024	\$ Change	
Total Units per Bill (in CCF)	Annual Total	Annual Total	(FY 2024 - FY 2023)	% Change
15 (average condo unit)	\$919	\$1,012	\$93	10%
18 (average single-family home)	\$1,118	\$1,236	\$118	11%
30 (average two-family home)	\$1,912	\$2,131	\$219	11%
42 (average three-family home)	\$2,707	\$3,025	\$318	12%
110 (average 8-unit apartment building)	\$7,347	\$8,250	\$903	12%

FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Respond to emergencies, make necessary repairs, and address ratepayers' water quality calls.	Number of leaks/breaks; repairs/valve replacements; and ratepayer calls throughout FY.
Goal 2: Perform scheduled tests, inspections, and valve operations to support other departments, contractors, and ensure water quality.	Number of backflow prevention device tests; fire flow tests; valves exercised; watermain shutdowns/let-ons; and water service shutdowns/let-ons throughout FY.
Goal 3: Develop and implement more efficient standard operating procedures for addressing and completing 311 requests.	SOPs developed by end of Q2
Goal 4: Develop and implement a system wide monitoring program.	Equipment installation by end of FY
Goal 5: Initialize, develop, and implement a water and sewer bill ratepayer assistance program.	Assessment and implementation complete by end of the FY.
Goal 6: Work with other City departments to increase community outreach and education.	Assessment and implementation complete by end of the FY.

FY24 Rates



Proposed charges for properties billed three times per year (tri-annually) is shown in the table above. Further detail, including rates for properties billed every two months (bi-monthly) can be found here: <https://www.somervillema.gov/departments/water-and-sewer/water-and-sewer-rates>. [↗](#)

Please see also the 10-year rate study, available here: <http://somervillecityma.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=15148&MeetingID=3373> [↗](#)

Water FY24 Revenues

Water	FY 24 Revenues 0%	FY 24 Revenues 11%	Revenue Loss
Water Base Charges*	\$987,594	\$987,594	\$0
Water Volume Charges	\$15,335,863	\$17,268,182	(\$1,932,319)
Total Water	\$16,323,457	\$18,255,776	(\$1,932,319)

FY24 Water User Residential Rates

FY 2024 Residential Volumetric Charges (\$/Billing Unit)				
Tier	Tier Range (per CCF)	Water	Sewer	Combined
Discount Rate	0-8	\$5.53	\$11.26	\$16.79
Tier 1	9-13	\$6.17	\$12.52	\$18.69
Tier 2	14-67	\$8.88	\$15.97	\$24.85
Tier 3	68-133	\$9.30	\$16.75	\$26.05
Tier 4	Over 133	\$9.67	\$17.34	\$27.01

FY24 Water User Commercial Rates

FY 2024 Commercial Volumetric Charges (\$/Billing Unit)				
Tier	Tier Range (per CCF)	Water	Sewer	Combined
Tier 1	0-13	\$6.17	\$12.52	\$18.69
Tier 2	14-67	\$8.88	\$15.97	\$24.85
Tier 3	68-133	\$9.30	\$16.75	\$26.05
Tier 4	Over 133	\$9.67	\$17.34	\$27.01

Budget Details

Personal Services Changes

Personal Services are projected to be decreased \$280K for FY24.

- Adding Positions for Safety Compliance Officer & Project Manager
- Adding Position for Senior Project Manager (IAM Capital Projects)
- Changes in salaries are due to anticipated collective bargaining agreements and merit increases based on an annual performance review.
- Reorganized structural salary distribution of Engineering positions.

No other changes have been made to the WaterPersonal Service Budget.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to be decreased by \$30K for FY24.

Minor changes were made to make the budget match closely with historical spending and any amounts that would include inflation.

Special Items & Debt Service Changes

Special Items are projected to be increased by \$300K for FY24.

Debt Services are projected to be increased by \$340K for FY24.

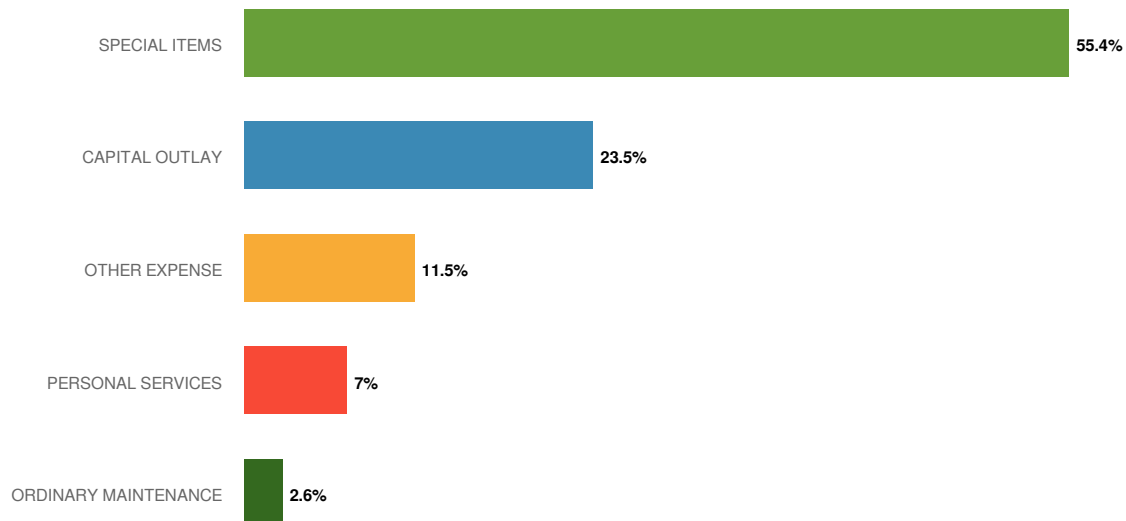
- Updated to show \$9.4M MWRA Assessment
- Reflecting our repayment of the City Wide Meter Installation project continuing
- Reflecting to show \$250K to the Water and Sewer Bill Ratepayer Assistance Program

Capital Outlay Changes

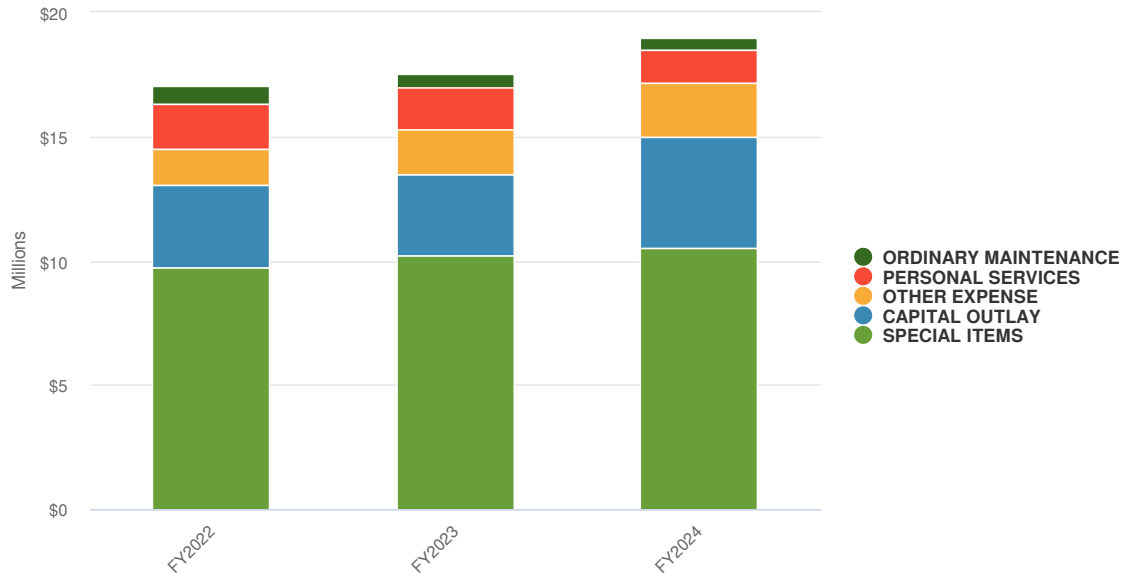
Capital Outlay costs are projected to be increased by \$1.3M for FY24.

- Increase to Engineering/Architectural Line by \$800K for FY24.
 - Water Pressure Monitoring Project Added
 - 20% increase to Water Service Replace and Repair lines

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2023 Adopted Budget	FY2023 Actual	FY2023 Adopted Budget vs. FY2024 Budgeted (\$ Change)
Expense Objects			
PERSONAL SERVICES			
SALARIES	\$759,827	\$594,741	-\$143,444
SALARY CONTINGENCY	\$82,750	\$624	\$0
WAGES	\$639,524	\$113,840	-\$193,630
OVERTIME	\$7,360	\$7,838	\$0
OVERTIME - LABOR	\$110,000	\$168,552	\$0
LONGEVITY	\$2,206	\$2,296	-\$506
OUT OF GRADE-LABOR	\$5,000	\$3,196	\$0
OTHER DIFFERENTIALS	\$32,244	\$7,438	-\$13,432
HOLIDAYS NON-UNION	\$1,077	\$811	\$970
HOLIDAYS - S.M.E.A.	\$1,935	\$1,329	\$42
PERFECT ATTENDANCE	\$0	\$400	\$400
UNIFORM ALLOWANCE	\$5,103	\$2,450	-\$2,671
OTHER LUMP SUM PAYMENTS	\$16,000	\$6,470	-\$6,000
STIPENDS-OTHER	\$0	\$12,150	\$20,000
Total PERSONAL SERVICES:	\$1,663,026	\$922,136	-\$338,271
ORDINARY MAINTENANCE			
REPAIRS-TOOLS & EQUIPMENT	\$28,000	\$0	\$0
MAINT CONTRACT-OFFC EQUIP	\$3,000	\$584	\$0
RENTAL-WATER COOLER	\$0	\$259	\$0
RUBBISH REMOVAL	\$30,000	\$0	-\$30,000
PROFESSIONL & TECHNCL SVC	\$200,000	\$127,016	\$0

Name	FY2023 Adopted Budget	FY2023 Actual	FY2023 Adopted Budget vs. FY2024 Budgeted (\$ Change)
EMPLOYEE TRAINING COURSES	\$5,000	\$3,352	\$5,000
POLICE DETAIL	\$100,000	\$108,623	\$0
BANK CHARGES	\$1,200	\$6,003	\$0
POSTAGE	\$1,000	\$0	\$0
WEB SITE COSTS	\$10,500	\$0	-\$10,500
OFFICE SUPPLIES	\$4,800	\$3,922	\$0
PRINTING & STATIONERY	\$30,000	\$2,319	\$15,000
OFFICE EQUIPMENT NOT CAPITALIZ		\$18,594	\$0
OFFICE FURNITURE	\$0	\$207	\$0
TOOLS	\$3,000	\$2,533	\$0
PAINT	\$3,500	\$710	\$0
HARDWARE & SMALL TOOLS	\$5,000	\$2,772	\$0
SUNDRY MAINT SUPPLIES	\$1,000	\$605	\$0
SAND, GRAVEL AND LOAM	\$750	\$0	\$0
MOTOR PARTS & ACCESSORIES	\$2,500	\$0	\$0
BOOKS	\$1,000	\$0	\$0
SIGNS AND CONES	\$5,000	\$680	\$0
BITUMINOUS SUPPLIES	\$30,000	\$30,000	\$0
READY MIX CONCRETE	\$12,500	\$0	\$0
LUMBER & WOOD PRODUCTS	\$2,000	\$0	\$0
FOUNDRY PRODUCTS	\$5,000	\$0	\$0
UNIFORMS	\$1,000	\$73	\$0
PAYMENTS TO COMMONWEALTH	\$40,000	\$19,430	-\$20,000
IN STATE TRAVEL	\$100	\$0	\$42
OUT OF STATE TRAVEL		\$1,436	\$0
OUT OF STATE CONFERENCES	\$2,000	\$1,669	\$0
DUES AND MEMBERSHIPS	\$2,500	\$2,326	\$0
REIMB OF LICENSES	\$1,000	\$160	\$0
Total ORDINARY MAINTENANCE:	\$531,350	\$333,273	-\$40,458
CAPITAL OUTLAY			
ENGINEER'G/ARCHITCT'L SVC	\$335,000	\$168,832	\$700,000
EQUIPMENT	\$5,000	\$0	-\$3,285
WATER METERS & PARTS	\$140,000	\$90,262	-\$15,000
HYDRANTS	\$110,000	\$111,576	\$8,070
LEAK DETECTION PROGRAM	\$21,500	\$0	\$0
PIPE FITTINGS	\$100,000	\$148,543	\$0
WATER SERVICE REPLACEMENT	\$1,250,000	\$1,286,332	\$250,000
WATER RECONSTRUCTION/RPAR	\$1,250,000	\$1,604,780	\$250,000
WATER METER INSTALLATION	\$65,000	\$1,860	\$0
Total CAPITAL OUTLAY:	\$3,276,500	\$3,412,185	\$1,189,785
SPECIAL ITEMS			
MWRA ASSESSMENT	\$9,471,778	\$9,471,778	\$23,804



Name	FY2023 Adopted Budget	FY2023 Actual	FY2023 Adopted Budget vs. FY2024 Budgeted (\$ Change)
LOW INCOME ASSISTANCE PROGRM	\$32,000	\$0	\$218,000
INDIRECT COST SUBSIDY	\$713,220	\$713,220	\$71,322
Total SPECIAL ITEMS:	\$10,216,998	\$10,184,998	\$313,126
OTHER EXPENSE			
PRINCIPAL ON LNG TRM DEBT	\$1,298,045	\$1,298,045	\$75,355
INTEREST ON LTD	\$407,020	\$407,020	\$212,316
INTEREST ON NOTES-BAN	\$112,631	\$112,631	\$79,479
TRANSFER TO STABILIZATION FUND		\$200,000	\$0
Total OTHER EXPENSE:	\$1,817,696	\$2,017,696	\$367,150
Total Expense Objects:	\$17,505,570	\$16,870,288	\$1,491,332

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	2024 Compensation Total
1	NU5	Superintendent of Water 450	7/1/2023	\$112,617.00	\$112,617.00
1	NU6	Director of Admin And Finance 450	7/1/2023	\$103,381.71	\$103,795.24
1	ADMN2A	Administrative Assistant 450	7/1/2023	\$62,688.82	\$65,492.46
1	LAB4	SHMEO	7/1/2023	\$55,972.17	\$60,512.92
1	LAB4	SHMEO	7/1/2023	\$55,972.17	\$58,512.92
1	LAB4	SHMEO	7/1/2023	\$55,972.17	\$58,512.92
1	LAB4	SHMEO	7/1/2023	\$55,972.17	\$58,512.92
1	NU11	Water/Sewer System Analyst 450	7/1/2023	\$67,569.75	\$67,840.03
1	NU3	Water & Sewer Director 450	7/1/2023	\$135,139.49	\$135,680.05
1	CLER2	Principal Clerk 450	7/1/2023	\$53,782.77	\$54,347.90
1	10	Public Works Foreman 450	7/1/2023	\$89,005.63	\$92,839.31
1	LAB4	Head Water Meter Technician 450	7/1/2023	\$54,326.03	\$56,802.35
1	CLER2	Principal Clerk 450	7/1/2023	\$53,782.77	\$54,347.90
1	NU10	Water Systems Billing Manager 450	7/1/2023	\$85,766.12	\$86,109.18
1	NU13	Records Clerk 450	7/1/2023	\$50,677.31	\$50,677.31
1	13	Water Primary Operator 450	8/1/2023	\$103,518.00	\$103,518.00
1	NU10	(NEW) Safety Compliance Officer 450	10/1/2023	\$52,672.45	\$52,883.14
1	NU7	(NEW) Project Manager 450	10/1/2023	\$68,879.36	\$69,154.88
1	NU9	Water Engineer 450	8/1/2023	\$74,306.30	\$74,603.53
1	WKFM3	Working Foreman/SHMEO (M-F)	8/1/2023	\$55,688.27	\$58,188.26
4	LAB4	SHMEO (T-S)	7/1/2023	\$0	\$0
1	WKFM3	Working Foreman/SHMEO (T-S)	7/1/2023	\$0	\$0



Sewer Enterprise Fund



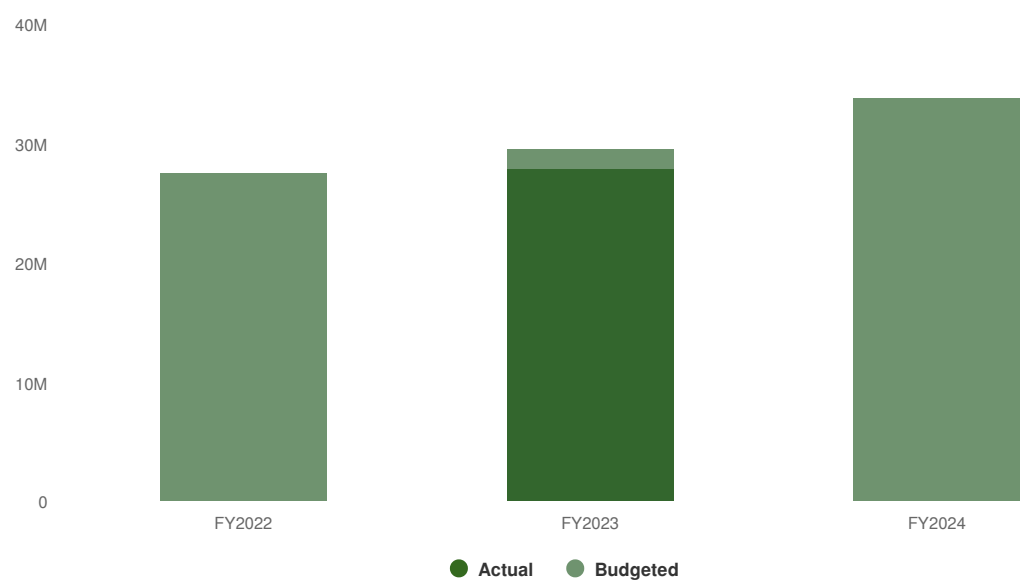
Division Mission Statement: To maintain and improve the City's collection systems in order to ensure the safe collection and transmission of wastewater and stormwater in a fiscally and environmentally responsible manner while providing excellent service to our residents and visitors.

Revenues Summary

\$33,863,918

\$4,357,929
(14.77% vs. prior year)

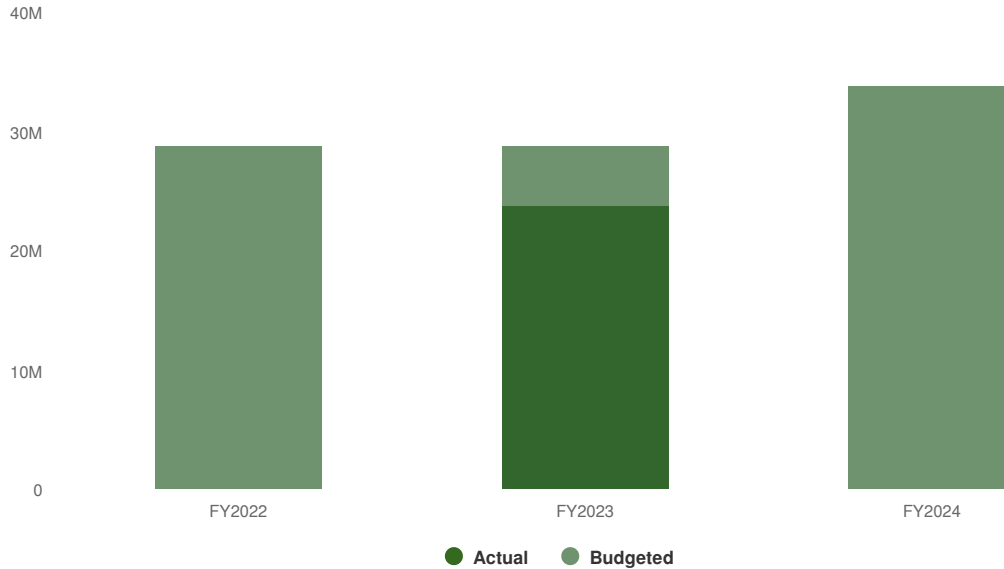
Sewer Enterprise Fund Proposed and Historical Budget vs. Actual



Expenditures Summary

\$33,863,918 **\$5,112,362**
(17.78% vs. prior year)

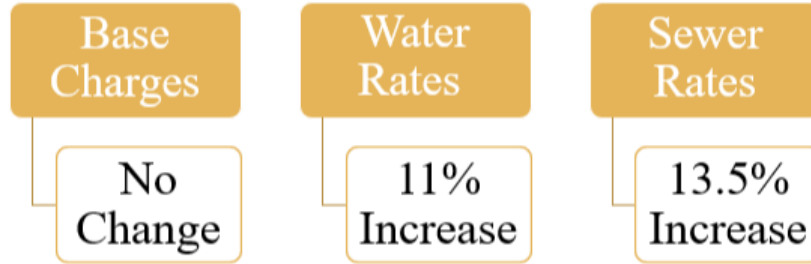
Sewer Enterprise Fund Proposed and Historical Budget vs. Actual



FY24 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Respond to emergencies, make necessary repairs, and address ratepayers' sewer and drain calls.	Number of blockages/breaks; pipe and catch basin repairs; and ratepayer calls throughout FY.
Goal 2: Perform scheduled tests, inspections, and cleaning operations to support other departments, contractors, and ensure a reliable collection system.	Number of dye test; camera and CCTV inspections; preventative maintenance pipe, manhole, and catch basin cleanings; throughout FY.
Goal 3: Investigate, prioritize, and rehabilitate sidewalk sewers and drains with trenchless technologies.	Assessment and implementation complete by end of the FY.
Goal 4: Develop and implement a system wide monitoring program.	Assessment and equipment installation by end of FY
Goal 5: Initialize, develop, and implement a water and sewer bill ratepayer assistance program.	Assessment and implementation complete by end of the FY.
Goal 6: Work with other City departments to increase community outreach and education.	Assessment and implementation complete by end of the FY.

FY24 Rates



Proposed charges for properties billed three times per year (tri-annually) is shown in the table above. Further detail, including rates for properties billed every two months (bi-monthly) can be found here: <https://www.somervillema.gov/departments/water-and-sewer/water-and-sewer-rates>. [↗](#)

Please see also the 10-year rate study, available here: <http://somervillecityma.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=15148&MeetingID=3373> [↗](#)

Sewer Volumetric Revenue

Sewer	FY 23 Revenue 0%	FY 24 Revenues 13.5%	Revenue Loss
Sewer Base Charges	\$1,928,372	\$1,928,372	\$0
Sewer Volume Charges	\$26,935,655	\$30,594,644	(\$3,658,989)
Total Sewer	\$28,864,027	\$32,523,016	(\$3,658,989)

Sewer Enterprise expenditures must equal revenue each year. The proposed revenue plan for Fiscal 2024

FY 24 Sewer User Rate Residential

FY 2024 Residential Volumetric Charges (\$/Billing Unit)				
Tier	Tier Range (per CCF)	Water	Sewer	Combined
Discount Rate	0-8	\$5.53	\$11.26	\$16.79
Tier 1	9-13	\$6.17	\$12.52	\$18.69
Tier 2	14-67	\$8.88	\$15.97	\$24.85
Tier 3	68-133	\$9.30	\$16.75	\$26.05
Tier 4	Over 133	\$9.67	\$17.34	\$27.01

FY24 Sewer User Rate Commercial

FY 2024 Commercial Volumetric Charges (\$/Billing Unit)				
Tier	Tier Range (per CCF)	Water	Sewer	Combined
Tier 1	0-13	\$6.17	\$12.52	\$18.69
Tier 2	14-67	\$8.88	\$15.97	\$24.85
Tier 3	68-133	\$9.30	\$16.75	\$26.05
Tier 4	Over 133	\$9.67	\$17.34	\$27.01

FY24 Average Bill Impact

Total Change in Annual Costs for Various Billing Units (including base & volumetric charges, amended)				
	FY 2023	FY 2024	\$ Change	
Total Units per Bill (in CCF)	Annual Total	Annual Total	(FY 2024 - FY 2023)	% Change
15 (average condo unit)	\$919	\$1,012	\$93	10%
18 (average single-family home)	\$1,118	\$1,236	\$118	11%
30 (average two-family home)	\$1,912	\$2,131	\$219	11%
42 (average three-family home)	\$2,707	\$3,025	\$318	12%
110 (average 8-unit apartment building)	\$7,347	\$8,250	\$903	12%

Budget Details

Personal Services Changes

Personal Services are projected to be decreased by \$240K for FY24.

- Adding Positions for Safety Compliance Officer & Project Manager
- Adding Position for Senior Project Manager (IAM Capital Projects)
- Changes in salaries are due to anticipated collective bargaining agreements and merit increases based on an annual performance review.
- Reorganized structural salary distribution of Engineering positions.
- Removed Tuesday - Saturday SHMEO positions to reflect actual hiring

No other changes have been made to the Sewer Personal Service Budget.

Ordinary Maintenance Changes

Ordinary maintenance costs are projected to be increased by \$1.8M for FY24.

- Catch Basin Cleaning contract to include cleaning of the entire cities Catch Basins
- Building Repairs line adjusted to reflect necessary repairs needed in FY24
- Rental of Land Space to create women's locker room
- Professional and Technical Services increased to account for any additional consultation needed for the LIHWAP for the City

Changes were made to make the budget match closely with historical spending and any amounts that would include inflation.

Special Items & Debt Service Changes

Special Items are projected to be increased by \$1.4M for FY24

Debt Services are projected to be increased by \$1.6M

- The budget lines have been changed to show the current MWRA Assessment for FY24 and subsidy costs.
- The increase in debt service costs reflect new debt service resulting from the Somerville Ave Utility Improvement and Marginal Interceptor projects as reflected in the Water and Sewer Capital Improvement Plan as well as various other projects to include Poplar St Pump Station
- The Low Income Assistance Program will be funded to include research and development of Rate Payer Assistance Program

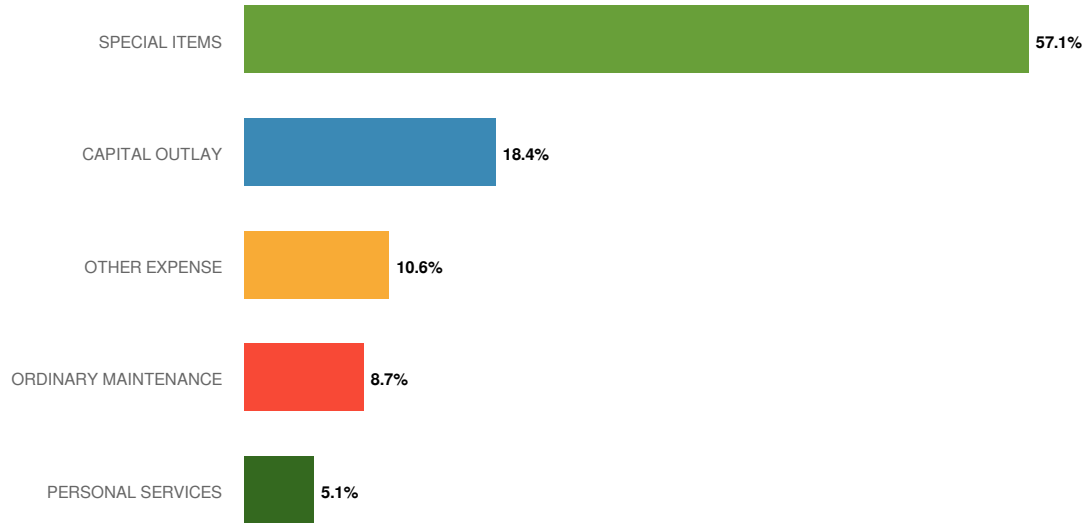
Capital Outlay Changes

Capital Outlay costs are projected to be increased by \$500K for FY24

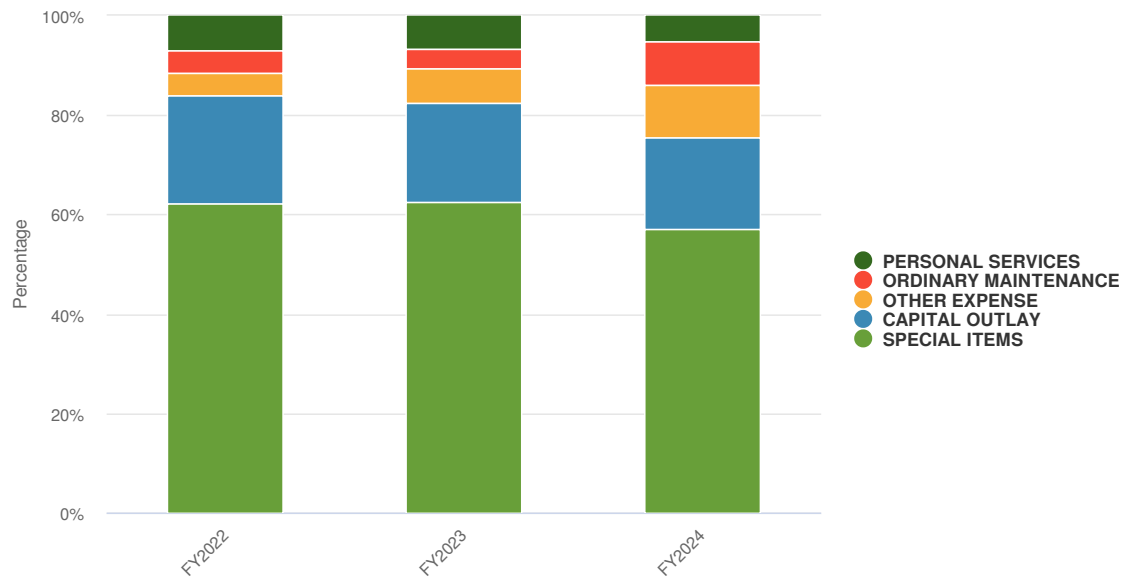
- Matching budget lines with actual anticipated expenditures
- Research and develop a sewer monitoring/lining contract(s) to prevent unnecessary removal of forestry and trees within Somerville
- Increases in both Water Meter Installation and Pipe Fittings to adjust for inflation and need
- Reduction of Equipment to reflect actual spending

The IAM Engineering Division is continuing to increase work on Sewer Cleaning and infrastructure around the city of Somerville as identified in the past years.

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2023 Adopted Budget	FY2023 Actual	FY2023 Adopted Budget vs. FY2024 Budgeted (\$ Change)
Expense Objects			
PERSONAL SERVICES			
SALARIES	\$1,147,499	\$1,034,052	-\$192,287
SALARY CONTINGENCY	\$91,760	\$0	\$2,294



Name	FY2023 Adopted Budget	FY2023 Actual	FY2023 Adopted Budget vs. FY2024 Budgeted (\$ Change)
WAGES	\$489,516	\$179,241	\$82,283
OVERTIME	\$15,640	\$10,970	\$391
OVERTIME - LABOR	\$55,000	\$32,203	\$1,375
LONGEVITY	\$5,244	\$3,104	\$131
OUT OF GRADE-LABOR	\$5,000	\$7,208	\$125
OTHER DIFFERENTIALS	\$27,261	\$11,325	-\$10,771
HOLIDAYS NON-UNION	\$1,670	\$1,552	\$2,695
HOLIDAYS - S.M.E.A.	\$1,798	\$2,470	\$838
UNIFORM ALLOWANCE	\$4,557	\$700	-\$1,242
OTHER LUMP SUM PAYMENTS	\$15,000	\$7,286	-\$13,000
STIPENDS-OTHER	\$0	\$7,850	\$0
Total PERSONAL SERVICES:	\$1,859,945	\$1,297,960	-\$127,168
ORDINARY MAINTENANCE			
REPAIRS-VEHICLES	\$75,000	\$8,052	\$1,500
REPAIRS-TOOLS & EQUIPMENT	\$2,000	\$0	\$3,000
LEASE - PHOTOCPIER EQUIPMENT	\$4,361	\$3,060	\$87
RENTALS EQUIPMENT	\$150,000	\$0	\$3,000
RENTAL OF LAND SPACE	\$125,000	\$0	\$55,000
RUBBISH REMOVAL	\$40,000	\$0	\$800
DISPOSAL C BASIN SPOILS	\$300,000	\$0	\$1,450,000
PROFESSIONL & TECHNCL SVC	\$60,000	\$8,038	\$190,000
EMPLOYEE TRAINING COURSES	\$2,500	\$260	\$50
ADVERTISING	\$200	\$75	\$4
POLICE DETAIL	\$145,000	\$161,276	\$2,900
TOWING		\$1,585	\$0
BANK CHARGES	\$2,000	-\$4,008	\$40
SOFTWARE	\$34,000	\$0	-\$34,000
EXPRESS/FREIGHT	\$1,000	\$0	\$20
OFFICE SUPPLIES	\$600	\$8,371	\$12
PRINTING & STATIONERY	\$58,480	\$25,243	\$16,520
OFFICE EQUIPMENT NOT CAPITALIZ	\$0	\$8,362	\$0
OFFICE FURNITURE NOT CAPITALIZ	\$2,000	\$1,698	\$369
COMPUTER EQUIPMENT NOT CAPITAL	\$2,500	\$0	\$50
TELECOM. EQUIP NOT CAPITALIZED	\$20,000	\$0	\$400
PLUMBING SUPPLIES		\$1,459	\$0
TOOLS	\$2,000	\$0	\$40
PAINT	\$3,000	\$358	\$60
HARDWARE & SMALL TOOLS	\$7,000	\$6,111	\$140
MOTOR GAS AND OIL	\$37,950	\$0	\$759
MOTOR PARTS & ACCESSORIES	\$31,300	\$3,558	\$626
SIGNS AND CONES	\$5,000	\$9,701	\$100
BITUMINOUS SUPPLIES	\$35,000	\$39,950	\$700



Name	FY2023 Adopted Budget	FY2023 Actual	FY2023 Adopted Budget vs. FY2024 Budgeted (\$ Change)
READY MIX CONCRETE	\$15,000	\$0	\$300
PIPE FITTINGS	\$0	\$6,337	\$0
MASONRY SUPPLIES	\$15,000	\$18,280	\$300
FOUNDRY PRODUCTS	\$10,000	\$9,999	\$200
UNIFORMS	\$3,000	\$6,939	\$60
DUES AND MEMBERSHIPS	\$900	\$80	\$18
REIMB OF LICENSES	\$1,200	\$115	\$24
Total ORDINARY MAINTENANCE:	\$1,190,991	\$324,898	\$1,761,668
CAPITAL OUTLAY			
ENGINEER'G/ARCHITCT'L SVC	\$1,960,000	\$495,916	\$240,000
LAND IMPROVEMENTS		\$2,294	\$0
EQUIPMENT	\$100,000	\$3,850	-\$94,493
VEHICLES	\$520,000	\$0	-\$520,000
SEWER CLEANING/REPAIRS	\$2,800,000	\$323,078	\$750,000
WATER METER & PARTS	\$220,000	\$220,000	\$0
PIPE FITTING	\$50,000	\$11,746	\$50,000
WATER METER INSTALLATION	\$100,000	\$100,000	\$51,000
Total CAPITAL OUTLAY:	\$5,750,000	\$1,156,884	\$476,507
SPECIAL ITEMS			
MWRA ASSESSMENT	\$17,178,392	\$17,021,568	\$867,181
LOW INCOME ASSISTANCE PROGRM	\$68,000	\$0	\$432,000
INDIRECT COST SUBSIDY	\$732,980	\$732,980	\$73,298
Total SPECIAL ITEMS:	\$17,979,372	\$17,754,548	\$1,372,479
OTHER EXPENSE			
PRINCIPAL ON LNG TRM DEBT	\$656,329	\$656,329	\$416,615
INTEREST ON LTD	\$550,218	\$550,218	\$732,561
INTEREST ON NOTES-BAN	\$764,701	\$764,701	\$479,701
TRANSFER TO STABILIZATION FUND		\$1,300,000	\$0
Total OTHER EXPENSE:	\$1,971,248	\$3,271,247	\$1,628,876
Total Expense Objects:	\$28,751,556	\$23,805,537	\$5,112,362

Personnel Listing

FTE	Grade	Job Title	Start Date	FY24 Base Salary	2024 Compensation Total
1	NU7	Utilities Project Manager 440	7/1/2023	\$103,614.53	\$104,028.99
1	NU5	Superintendent of Sewer 440	7/1/2023	\$117,165.94	\$117,634.60
1	NU6	Stormwater Program Manager 440	7/1/2023	\$105,449.34	\$105,871.14
1	NU6	Director of Admin And Finance 440	7/1/2023	\$103,381.71	\$103,795.24
1	ADMN2A	Administrative Assistant 440	7/1/2023	\$62,688.82	\$65,492.46
1	LAB4	SHMEO/Catch Basin Cleaner 440	7/1/2023	\$55,972.17	\$60,512.92
1	LAB4	SHMEO/Catch Basin Cleaner 440	7/1/2023	\$55,972.17	\$58,512.92
1	LAB4	SHMEO/Catch Basin Cleaner 440	7/1/2023	\$55,972.17	\$58,512.92
1	LAB4	SHMEO/Catch Basin Cleaner 440	7/1/2023	\$55,972.17	\$58,512.92
1	NU11	Water/Sewer System Analyst 440	7/1/2023	\$67,569.75	\$67,840.03
1	NU3	Water & Sewer Director 440	7/1/2023	\$135,139.49	\$135,680.05
1	CLER2	Principal Clerk 440	7/1/2023	\$53,782.77	\$54,347.90
1	10	Public Works Foreman 440	7/1/2023	\$89,005.63	\$92,839.31
1	LAB4	Head Water Meter Technician 440	7/1/2023	\$54,326.03	\$56,802.35
1	CLER2	Principal Clerk 440	7/1/2023	\$53,782.77	\$54,347.90
1	NU10	Water Systems Billing Manager 440	7/1/2023	\$85,766.12	\$86,109.18
1	NU13	Records Clerk 440	7/1/2023	\$50,677.31	\$50,677.31
1	13	Sewer Primary Operator 440	08/1/2023	\$93,809.05	\$97,801.09
1	LAB4	SHMEO/Catch Basin Cleaner 440	08/1/2023	\$49,230.98	\$51,478.24
1	NU10	(NEW) Safety Compliance Officer 440	10/1/2023	\$52,672.45	\$52,883.14
1	NU7	(NEW) Project Manager 440	10/1/2023	\$68,879.36	\$69,154.88
1	NU9	Water Engineer 440	08/1/2023	\$74,306.30	\$74,603.53
1	WKFM3	Working Foreman/SHMEO - Sewer 440	08/1/2023	\$55,688.27	\$58,188.26
4	LAB4	SHMEO (T-S)	7/1/2023	\$0	\$0
1	WKFM3	Working Foreman/SHMEO (T-S)	7/1/2023	\$0	\$0

Year-to-Date Budget Report



Debt Service

This allotment is to finance the debt service on all City bonds except for Water, Sewer, and Ice Rink Enterprise debt issues. The respective Enterprise Fund Budgets include appropriations to meet Enterprise debt service. Funds budgeted in this organization cover debt on a wide variety of projects, including Schools, equipment, street improvements, renovations to public buildings, and improvements to the City's many recreational facilities.

Principal on Long-Term Debt

This allotment covers the cost of principal payments on the City's existing bonded debt with the exception of Enterprise debt service, which is included in their respective budgets.

Principal on Notes

This allotment covers the cost of interest-only payments on the City's new Bond Anticipation Notes (BANs) with the exception of Enterprise fund BAN interest.

Interest

The interest the City pays on Bond Anticipation Notes and bond issues is determined primarily by market conditions, the City's credit rating, the maturity schedule of the issue, and the supply of bonds at the time of the issue.

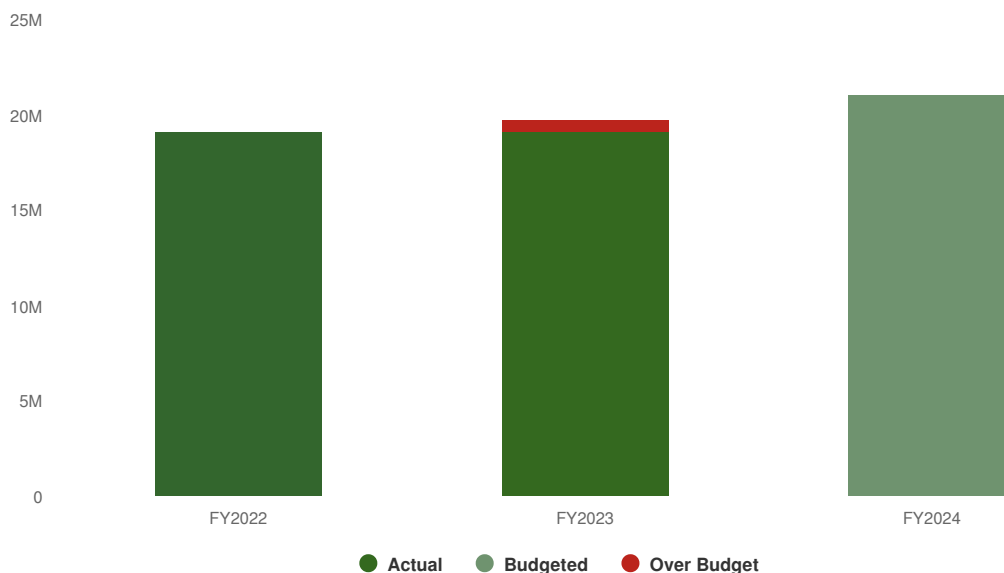
Debt Exclusion for Somerville High School

The FY24 budget proposal excludes debt service for the Somerville High School reconstruction project from the Proposition 2 1/2 limit. This amount is \$6,602,864 and is included in the budget below.

Expenditures Summary

\$21,061,108 **\$1,975,255**
(10.35% vs. prior year)

Debt Service Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
OTHER EXPENSE				
PRINCIPAL ON LNG TRM DEBT	\$9,237,147	\$10,537,790	\$10,537,760	\$11,711,557
INTEREST ON LTD	\$8,979,198	\$8,042,943	\$8,042,943	\$8,344,150
INTEREST ON NOTES-BAN	\$859,506	\$1,134,670	\$1,134,670	\$995,401
INTEREST ON TAX ABATEMENT	\$0	\$10,000	\$0	\$10,000
Total OTHER EXPENSE:	\$19,075,851	\$19,725,403	\$19,715,373	\$21,061,108
Total Expense Objects:	\$19,075,851	\$19,725,403	\$19,715,373	\$21,061,108

State Assessments

The Cherry Sheet is a form showing all state and county charges assessed against the City, as certified by the State Director of Accounts. The figures shown here are based on the latest version of the FY24 Cherry Sheet (Senate version).

Retired Employee Health Insurance

This item is intended to reimburse the state for the costs of providing a health insurance plan for governmental retirees who were pensioned prior to the implementation of Chapter 32B by their local governmental unit. Chapter 32B enabled municipalities to establish a mechanism for group insurance for retirees. Each participating municipality is assessed for the governmental share of health insurance premiums paid on behalf of its retirees by the state. The state pays 90 percent of the total premium; the retiree's co-payment is 10 percent of the total premium as well as full payment for catastrophic illness coverage. A proportionate share of administrative expenses is also assessed to each municipality.

Air Pollution Control

The Department of Environmental Protection supervises six districts statewide. The Metropolitan Boston Control District, of which Somerville is a member, has a staff of 35 pollution inspectors. The Commission is empowered through the Office of the Governor and has a mandate to control air pollution through the enforcement of the Metropolitan Boston Air Pollution Control Acts.

Metropolitan Area Planning Council

Assessments are made to municipalities to finance the Metropolitan Area Planning Council (MAPC), which serves 101 communities. The MAPC promotes urban planning and regional collaboration and responds to common urban problems of member communities.

MBTA

The Massachusetts Bay Transportation Authority (MBTA) provides bus/minibus, trackless trolley and underground subway transportation across the city. The MBTA is composed of 175 communities: the 14 original member communities of the Metropolitan Transit Authority and 161 additional communities that are receiving MBTA service. The MBTA is required to assess each community's share of the overall assessment. All communities associated with the Authority must contribute to the MBTA State and Local Assistance Fund an amount not less than \$136,026,868. Beginning in FY07, this amount is adjusted each July 1 by the inflation rate unless the total assessment exceeds 102.5 percent of the previous year's assessment. An individual community's assessment is determined based on the following formula: each community's assessment shall equal its weighted share of the total population of the 175 communities in the MBTA. Chapter 161A of the Acts of 2000, which increased the number of communities in the MBTA from 78 to 175, also determined the share for each community in conjunction with the 2000 U.S. Census. A portion of the total MBTA assessment supports the Boston District Commission (the District), which is responsible for bonds issued by the Transportation Authority prior to the creation of the Metropolitan Transit Authority in 1947. This assessment pays for administrative costs incurred by the District. It is charged to the 14 cities and towns of the Boston Metropolitan District in proportion to their share of the District's total equalized valuation. The MBTA covers the District's debt service costs.

Registry of Motor Vehicles - Hold

Since February 1985, the Parking Violations Bureau has implemented a provision of Massachusetts General Law, Chapter 90, which enables the City to request that the state Registry of Motor Vehicles not renew the license and registration of an operator/owner of a motor vehicle who has two or more outstanding parking tickets. This provision is imposed after the motorist has failed to pay for the parking tickets and had an opportunity for a hearing. This program has resulted in a significant decrease in the number of delinquent State Assessments payments.

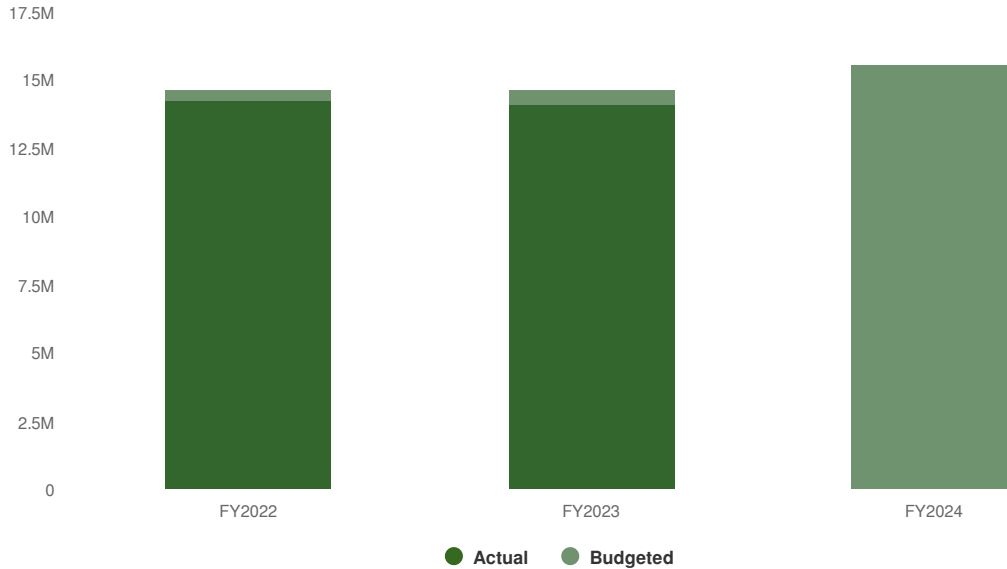
Education

The primary component of this allocation is the Charter School Sending Tuition assessment, which is the amount charged for Somerville students who attend charter schools. The amount is based on the number of students multiplied by the tuition rate of the charter school as calculated by the state. The other assessments contained in this allotment are for grandfathered costs for special education services (Chapter 766 of the Acts of 1972) provided by other districts for students who are state wards who reside in Somerville and school choice tuition charges (Chapter 71 of the Acts of 1993), which are for Somerville residents attending another school district under school choice.

Expenditures Summary

\$15,558,190 **\$925,724**
(6.33% vs. prior year)

State Assessments Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
ORDINARY MAINTENANCE				
SPECIAL EDUCATION C/SHT	\$21,341	\$22,503	\$16,842	\$17,516
AIR POLLUTION CONTL DIST	\$32,022	\$32,473	\$32,473	\$33,589
METROPOLTN PLANNG COUNCIL	\$44,823	\$45,265	\$45,265	\$46,255
RMV NON-RENEWAL SURCHARGE	\$184,000	\$184,000	\$160,500	\$160,500
SCHOOL CHOICE ASSESSMENT	\$735,178	\$97,493	\$89,049	\$67,704
CHARTER SCH SENDING TUIT	\$7,682,218	\$9,086,543	\$8,148,597	\$9,390,866
MBTA ASSESSMENTS	\$5,527,981	\$5,614,530	\$5,614,530	\$5,807,352
BOSTON METRO TRANSIT	\$1,163	\$1,163	\$1,163	\$1,198
Total ORDINARY MAINTENANCE:	\$14,228,726	\$15,083,970	\$14,108,419	\$15,524,980
Total Expense Objects:	\$14,228,726	\$15,083,970	\$14,108,419	\$15,524,980



Health Insurance, Life Insurance, & Medicare

This budget organization provides a centralized cost center for several employee and retiree benefits.

HEALTH INSURANCE

The City participates in the Commonwealth of Massachusetts Group Insurance Commission (GIC). The GIC offers a number of health maintenance organization (HMO), preferred provider (PPO), and indemnity health plan options to employees and retirees delivered through Tufts Health Plan, Harvard Pilgrim, and Unicare. Beginning in FY16, the City funds 80% of the premium costs for HMO and PPO plans and 75% of the premium costs for indemnity plans; the subscribers contribute 20% and 25% respectively. The budgetary item is the City's share of health insurance costs and does not represent the full cost of health insurance. The full cost of health insurance is financed through a combination of city appropriations, employee and retiree contributions, and grant reimbursements. In FY24, the City will use all of these sources to meet its obligation to fund health insurance.

MEDICARE PAYROLL TAX

Pursuant to federal law, all employees hired after April 1, 1986 are subject to a 1.45% payroll tax to pay for future Medicare coverage. The City is obligated to match this 1.45% payment.

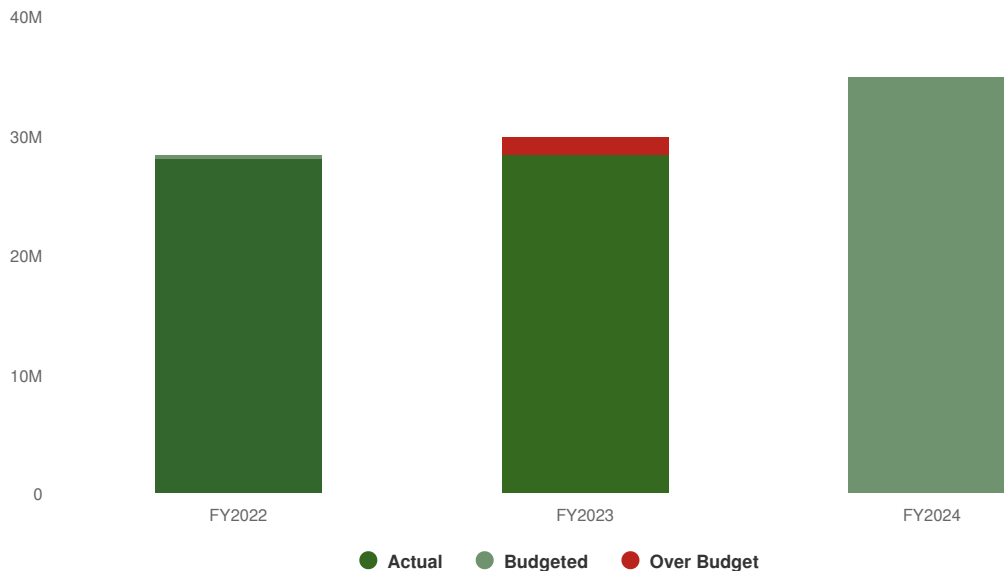
LIFE INSURANCE

Employees can elect to enroll in a \$5,000 life insurance policy offered through Boston Mutual Life Insurance where the City contributes half the cost of the premium. Additional life insurance can be purchased at the employees' expense.

Expenditures Summary

\$34,980,163 **\$6,502,577**
(22.83% vs. prior year)

Health & Life Insurance, Medicare Proposed and Historical Budget vs. Actual

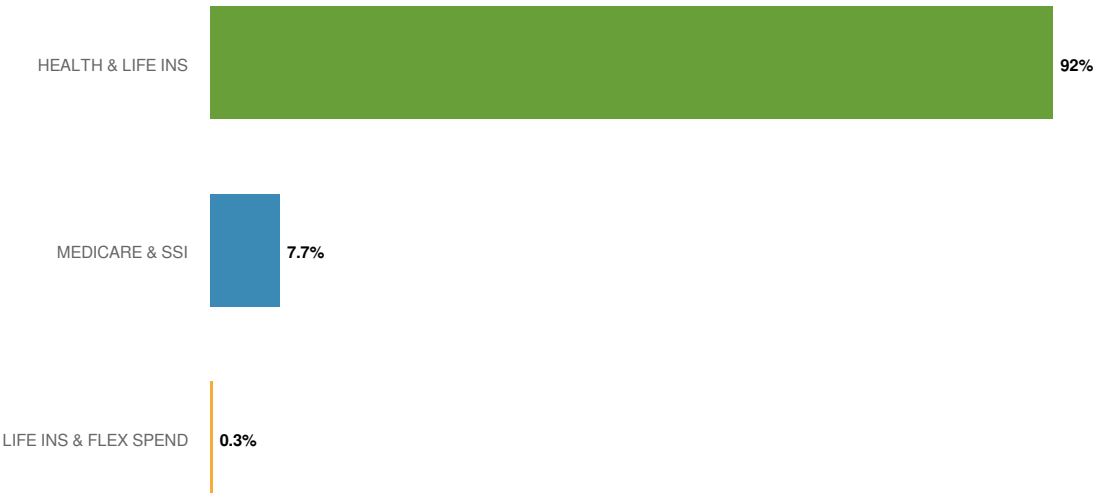


Expenditures by Expense Type

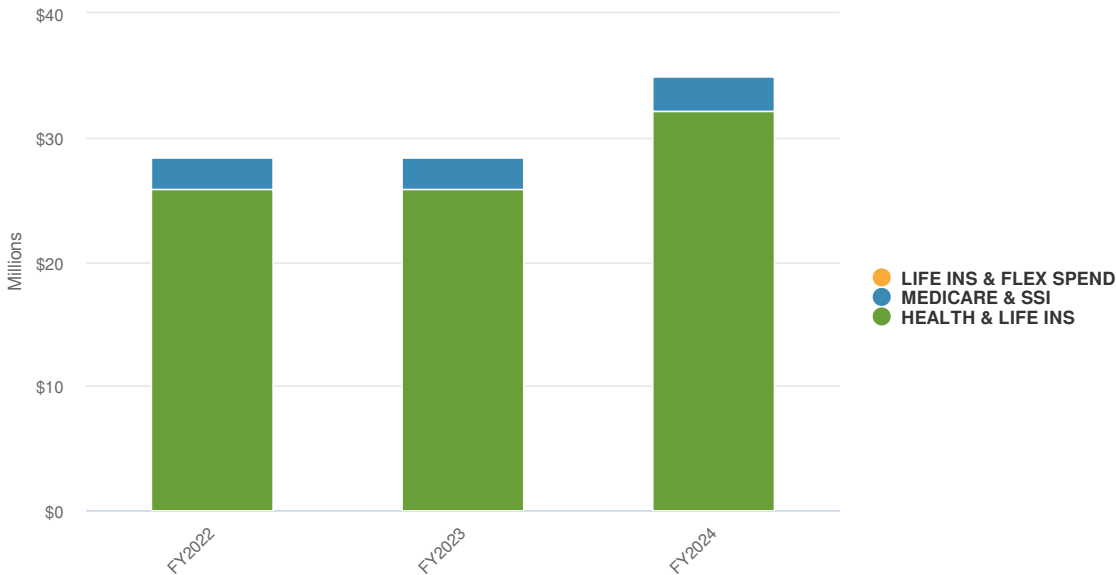
Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
HEALTH INSURANCE FUND	\$0	\$27,624,405	\$0	\$31,513,877
GIC HEALTH OPT OUT	\$370,995	\$417,894	\$380,160	\$454,000
GIC ACTIVE-CITY	\$8,610,154	\$0	\$9,120,545	\$0
GIC ADMIN ACTIVE-CITY	\$30,136	\$0	\$27,362	\$0
GIC ACTIVE-SCHOOL	\$8,210,296	\$0	\$9,149,260	\$0
GIC ADMIN ACTIVE-SCHOOL	\$28,736	\$0	\$27,448	\$0
GIC RETIREE-CITY	\$4,860,977	\$0	\$4,955,689	\$0
GIC ADMIN RETIREE-CITY	\$17,013	\$0	\$14,865	\$0
GIC RETIREE-SCHOOL	\$3,120,072	\$0	\$3,216,160	\$0
GIC ADMIN RETIREE-SCHOOL	\$10,920	\$0	\$9,649	\$0
GIC SURV SPOUSE-CITY	\$234,865	\$0	\$260,985	\$0
GIC ADMIN SURV SPOUSE-CITY	\$822	\$0	\$783	\$0
FLEX SPEND BENEFIT	\$11,473	\$20,000	\$11,817	\$20,000
LIFE INSURANCE - CITY	\$24,971	\$28,305	\$27,838	\$28,305
LIFE INSURANCE - SCHOOL	\$18,094	\$15,929	\$16,366	\$15,929
LIFE INSURANCE - CITY RETIREES	\$26,307	\$24,975	\$24,230	\$24,975
LIFE INS. - SCHOOL RETIREES	\$19,632	\$19,314	\$19,097	\$19,314
MEDICARE INSURANCE	\$2,273,889	\$2,563,441	\$2,495,661	\$2,693,719
Total PERSONAL SERVICES:	\$27,869,350	\$30,714,263	\$29,757,913	\$34,770,119
ORDINARY MAINTENANCE				
PROFESSIONL & TECHNCL SVC	\$9,995	\$20,000	\$3,332	\$20,000
MEDICARE PENALLTIES	\$174,577	\$192,150	\$175,383	\$192,150
Total ORDINARY MAINTENANCE:	\$184,572	\$212,150	\$178,714	\$212,150
Total Expense Objects:	\$28,053,922	\$30,926,413	\$29,936,627	\$34,982,269

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expenditures				
OTHER				
HEALTH & LIFE INS				



Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
HEALTH INSURANCE FUND	\$0	\$27,624,405	\$0	\$31,513,877
GIC HEALTH OPT OUT	\$370,995	\$417,894	\$380,160	\$454,000
GIC ACTIVE-CITY	\$8,610,154	\$0	\$9,120,545	\$0
GIC ADMIN ACTIVE-CITY	\$30,136	\$0	\$27,362	\$0
GIC ACTIVE-SCHOOL	\$8,210,296	\$0	\$9,149,260	\$0
GIC ADMIN ACTIVE-SCHOOL	\$28,736	\$0	\$27,448	\$0
GIC RETIREE-CITY	\$4,860,977	\$0	\$4,955,689	\$0
GIC ADMIN RETIREE-CITY	\$17,013	\$0	\$14,865	\$0
GIC RETIREE-SCHOOL	\$3,120,072	\$0	\$3,216,160	\$0
GIC ADMIN RETIREE-SCHOOL	\$10,920	\$0	\$9,649	\$0
GIC SURV SPOUSE-CITY	\$234,865	\$0	\$260,985	\$0
GIC ADMIN SURV SPOUSE-CITY	\$822	\$0	\$783	\$0
PROFESSIONL & TECHNCL SVC	\$9,995	\$20,000	\$3,332	\$20,000
MEDICARE PENALTIES	\$174,577	\$192,150	\$175,383	\$192,150
Total HEALTH & LIFE INS:	\$25,679,557	\$28,254,449	\$27,341,619	\$32,180,027
LIFE INS & FLEX SPEND				
FLEX SPEND BENEFIT	\$11,473	\$20,000	\$11,817	\$20,000
LIFE INSURANCE - CITY	\$24,971	\$28,305	\$27,838	\$28,305
LIFE INSURANCE - SCHOOL	\$18,094	\$15,929	\$16,366	\$15,929
LIFE INSURANCE - CITY RETIREES	\$26,307	\$24,975	\$24,230	\$24,975
LIFE INS. - SCHOOL RETIREES	\$19,632	\$19,314	\$19,097	\$19,314
Total LIFE INS & FLEX SPEND:	\$100,476	\$108,523	\$99,347	\$108,523
MEDICARE & SSI				
MEDICARE INSURANCE	\$2,273,889	\$2,563,441	\$2,495,661	\$2,693,719
Total MEDICARE & SSI:	\$2,273,889	\$2,563,441	\$2,495,661	\$2,693,719
Total OTHER:	\$28,053,922	\$30,926,413	\$29,936,627	\$34,982,269
Total Expenditures:	\$28,053,922	\$30,926,413	\$29,936,627	\$34,982,269

Unemployment Compensation

In Chapter 720 of the Acts of 1977, the Massachusetts Legislature extended unemployment compensation to eligible state and local government employees. The City provides a reimbursement method of payment to the Department of Labor and Workforce Development. This allotment also provides funds for disability insurance for non-union employees who suffer long-term, disabling injuries or illnesses as well as certain other contractually required coverage.

Expenditures by Expense Type

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
UNEMPLOYMENT INSURANCE	\$43,668	\$215,131	\$133,812	\$225,888
Total PERSONAL SERVICES:	\$43,668	\$215,131	\$133,812	\$225,888
Total Expense Objects:	\$43,668	\$215,131	\$133,812	\$225,888

Pension

The Somerville Retirement System is one of 105 contributory retirement systems for public employees in Massachusetts. A Retirement Board governs each system, and all boards, although operating independently, are bound together under one Retirement Law, Chapter 32 of the Massachusetts General Laws. Chapter 32 establishes benefits, contribution requirements, and an accounting and funds structure for all systems. The Somerville Retirement Board is the Administrator of the Somerville Retirement System. The Public Employee Retirement Administration Commission (PERAC) is the state regulatory authority that oversees all retirement systems in the Commonwealth.

PERAC is required by Chapter 32 to oversee an actuarial valuation of each retirement system every three years. Actuarial funding determines the annual cost to fund a retirement system's cost of benefits that accrue during the current year (normal cost) as well as the costs associated with any past service liability (unfunded actuarial accrued liability). The funding schedule derived from the actuarial valuation determines the series of payments to pay the annual normal cost as well as to amortize the unfunded accrued liability over a period of years. In accordance with Chapter 32, each retirement system's unfunded accrued liability must be fully paid off by 2040. The City is required to pay into the Retirement System the actuarially determined contribution. The budgeted appropriation is the actuarially determined contribution for FY24.

The Non-Contributory Pension Appropriation funds the pension costs for city retirees predating the adoption of Chapter 32 and for special situations requiring home-rule exemption from Chapter 32.

Expenditures by Expense Type

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
RETIREMENT FUND	\$15,500,453	\$15,936,990	\$15,936,990	\$16,635,921
Total PERSONAL SERVICES:	\$15,500,453	\$15,936,990	\$15,936,990	\$16,635,921
ORDINARY MAINTENANCE				
PENSIONS/NON- CONTRIBUTORY	\$94,133	\$94,133	\$94,133	\$96,016
Total ORDINARY MAINTENANCE:	\$94,133	\$94,133	\$94,133	\$96,016
Total Expense Objects:	\$15,594,586	\$16,031,123	\$16,031,123	\$16,731,937

Salary Contingency

The appropriation for Salary Contingency funds various salary and benefit items for both union and non-union employees that cannot be covered in the departmental budgets. The Salary Contingency funds collective bargaining agreement settlements, salary adjustments not budgeted in departmental accounts, cost of-living allowances, staffing for temporary vacancies, and administrative leaves. Some of the most common employee benefits funded are sick-leave buybacks, vacation payouts, and perfect attendance allowances. The City also maintains a Wage and Salary Stabilization Fund for similar purposes.

Expenditures by Expense Type

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$206,083	\$1,638,735	\$52,225	\$2,296,286
HOLIDAYS NON-UNION	\$1,196		\$0	
PERFECT ATTENDANCE	\$0	\$82,000	\$0	\$82,000
SICK LEAVE BUYBACK	\$236	\$53,045	\$11,444	\$53,045
Total PERSONAL SERVICES:	\$207,514	\$1,773,780	\$63,669	\$2,431,331
Total Expense Objects:	\$207,514	\$1,773,780	\$63,669	\$2,431,331

Damages & Building Insurance

The City appropriates money to a “Damages to Persons and Property” account to fund any potential unforeseen litigation settlements. The City’s Law Department represents the City in all pending and newly filed litigation matters. The Department has successfully minimized the amount of judgments and settlements in negligence cases and contract actions.

The City also holds an insurance policy on its buildings, which is funded within this organization.

Expenditures by Expense Type

Name	FY2022 Actuals Adjusted	FY2023 Adopted Budget	FY2023 Actual	FY2024 Revised Budget
Expense Objects				
ORDINARY MAINTENANCE				
BUILDING INSURANCE	\$891,962	\$990,264	\$901,485	\$1,162,247
JUDGEMENTS/SETTLEMENT OF CLAIMS	\$553,212	\$175,000	\$1,065,101	\$183,750
Total ORDINARY MAINTENANCE:	\$1,445,174	\$1,165,264	\$1,966,587	\$1,345,997
Total Expense Objects:	\$1,445,174	\$1,165,264	\$1,966,587	\$1,345,997

Revolving Funds

A departmental revolving fund is a place to set aside revenue received, through fees and charges, for providing a specific service or program. The revenue pool is, in turn, a source of funds available to use by a department without further appropriation to support the particular service or program. Most frequently, cities and towns create general departmental revolving funds under M.G.L. Ch. 44 Sec. 53E½. The fund is created with an initial City Council authorization that identifies which department's receipts are to be credited to the revolving fund and specifies the program or purposes for which money may be spent. It designates the department, board or official with authority to expend the funds and places a limit on the total amount of the annual expenditure. To continue the revolving fund in subsequent years, annual approval of a similar article is necessary. Managers are also required, each year, to report on the fund and program activities.

Under Sec. 53E½, any expenditure from a revolving fund is restricted to the then current fund balance or to the authorized spending limit. If a revolving fund balance remains after total spending has reached the authorized limit, the balance carries over to the next fiscal year. Interest that accrues on a revolving fund balance under Sec. 53E½ reverts to the general fund. However, if the revolving fund is not reauthorized, any remaining balance closes to free cash, unless it is transferred by the legislative body to another revolving fund.

FY23 Revolving Funds

Revolving Fund	Department	FY23 Spending Cap	FY24 Spending Cap
P&Z	OSPCD: PPZ	75,000	75,000
Council on Aging	Council on Aging	160,000	160,000
Dedication Sign	Parking	2,500	2,500
SomerTime	Recreation	100,000	125,000
Mobile Farmers Market	HHS	45,000	45,000
Special Events	Public Works	10,000	10,000
Community Gardens	OSPCD	2,000	2,000
Nibble Kitchen	Arts Council	125,000	125,000

Accessible Parking Violations Revolving Fund

In 2022, the City Council authorized under MGL [Section 22G](#) the Somerville Commission for People with Disabilities to spend funds derived from accessible parking violations. The Somerville Commission for Persons with Disabilities intends to use the funds collected from accessible parking violations for the following uses:

Equipment

Physical items intended to increase access, opportunities, or representation for disabled people.

Programming and Grants

Funding for events or programming centered around disability, to increase community access, or to provide support for disabled young people.

Operational and Capacity Building

Funding to increase the effectiveness of the Commission's work, through trainings, publicity, education, or other means.

As of May 2023, the funds available for use total \$132,822.

Community Preservation Act Fund

The Community Preservation Act (CPA) Fund was established after the voters of Somerville overwhelmingly adopted the CPA (M.G.L. Ch. 44b) in November 2012. The CPA creates a dedicated funding source for the City to invest in affordable housing, historic preservation, and open space and recreational land projects.

The Community Preservation Committee is responsible for implementing the CPA in Somerville, by working with the community to establish priorities for how CPA funding should be spent and making recommendations to the City Council for specific projects to receive funding. The Committee also submits an annual budget to the City Council which is determined in part by the enabling state CPA legislation. The legislation allows communities to devote up to 5% of estimated annual CPA revenue to the administrative and operating expenses of the Committee and requires communities to devote a minimum of 10% of estimated annual CPA revenue to each funding category: affordable housing, historic resources, and open space and recreational land. The Community Preservation Committee is recommending the prior year minimums remain the same at 50% for affordable housing, 15% for historic resources, and 20% for open space/recreational land.

FY24 Allocations

Community Preservation Act Fund		FY24 Budget	
Estimated new revenue			
Surcharge revenue		2,894,815	
State match of previous year's local revenue		388,898	
Total		3,283,713	
New appropriations and reserves			
Admin and Operating Expenses of Committee (5% of estimated revenue)	164,186	Estimated Debt Service	Total Available for FY24 Projects
Open Space and Recreation Reserve (20% of estimated revenue)	656,743	0	656,743
Historic Resources Reserve (15% of estimated revenue)	492,557	130,144	362,413
Community Housing Reserve (50% of estimated revenue)	1,641,857	311,500	1,330,357
Budgeted Reserve (10% of estimated revenue)	328,370		328,370
FY20 City Appropriation	0		0
Total	3,283,713	441,644	2,677,883

Pay-Go Capital

Budget Details

Capital Outlay Changes

The proposed expenditures of this budget are broken down in the following way:

- \$500,000 for departmental vehicle purchases. Multiple requests for replacement or new vehicles come in each year; an interdepartmental group will prioritize the needs of departments and make purchases accordingly.
- \$1,061,347 for road paving and reconstruction to supplement Chapter 90 and bond funds used to repair and repave the streets of Somerville. \$375,000 of this appropriation is allocated to repave the travel lane on **Highland Ave from Central St to McGrath Highway**. The remainder of the funds will be used to pave additional lengths of streets as defined by the City's pavement management program.
- \$500,000 as a funding source for building improvements. This will be used to maintain and improve systems in city-owned buildings with a primary focus on school buildings.

FY23 Supplemental Appropriations

Please note that the following supplemental appropriations were made in FY23 and are not reflected in the FY23 Adopted budget column:

- \$949,338 in additional funds for Street Resurfacing
- \$500,000 in additional funds for Building Improvements

AMERICAN RESCUE PLAN ACT



Overview

The City of Somerville received \$77.5M in federal American Rescue Plan Act funds in two tranches in 2021 and 2022; funds can be spent through 2024 for staffing and social service projects, while infrastructure and capital improvement projects with executed contracts as of December 31, 2024, can be completed and funds expended through 2026. Quarterly spending reports are due back to the U.S. Treasury through the first quarter of 2027. *Note that these are grant funds and are not considered to be part of the City's general fund operating budget.*

This page seeks to highlight the work of staff that have been hired to basically "start-up" a new, yet time-limited, city department. For context, \$77.5M is roughly the equivalent of 25% of the City's FY23 annual budget. When the award amount was announced, the Mayor's Office and Finance Department quickly realized additional capacity would be needed to facilitate the prioritization, budgeting, dissemination, tracking, and reporting of Somerville's ARPA funds. Staff build-out has taken place over the last two years, and eight staff have been hired as of June 1, 2023, funded by the City's ARPA dollars (one ARPA staffer, the Grants Director, is on the City's general fund). Their work is divided among the following functions: program administration and community outreach; program evaluation; and fund administration and finance. The staff listed below are overseen by the Executive Office and represent the programmatic side of managing the City's ARPA funds:

- ARPA Director,
- ARPA Specialist, and
- three Program Managers.

The ARPA staffers not listed here include:

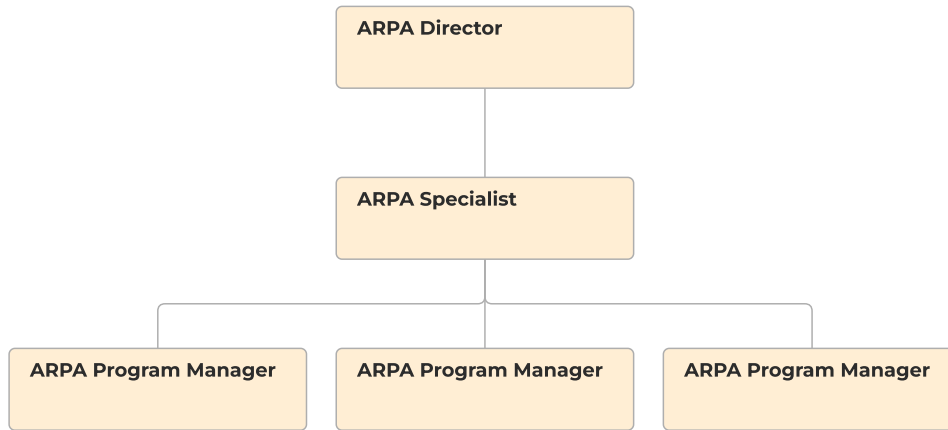
- Program Evaluation Manager - situated in SomerStat
- Grants Development & External Funds Director - situated in the Grants Dept
- ARPA Financial Specialist - in Grants Dept
- ARPA Grants Administrator - in Grants Dept

The ARPA team has the following roles and responsibilities pertaining to the dissemination and administration of this fund, though this list is not exclusive:

- overseeing the process of gathering community input on best usage of funds;
- development of systems and processes to receive and track requests for funding, from both City departments and external applicants;
- creation, management, and administration of specific ARPA-funded grant programs, such as the Nonprofit Support Program for operational support and \$10M Nonprofit Application Round;
- communications to City departments, City Council, and the community at large regarding funded projects and general ARPA updates;
- liaising with community nonprofits to assist them through the application and award process for external funding rounds;
- evaluating programs implemented with ARPA funds and telling the story of ARPA's impact in the community;
- long-range forecasting and budget monitoring to avoid a fiscal cliff at the end of the ARPA funding period;
- development of legal documents and other materials to facilitate contracting and grant agreements that include the requisite federal conditions and clauses;
- following Treasury and other federal funding guidelines to ensure program compliance and minimize waste, fraud, and abuse of federal dollars;
- processing and tracking of all payments made from the City's ARPA fund;
- preparing in-depth quarterly reports to Treasury that detail usage of funds, program goals, recipients of funding, and project progress;
- responding to ARPA audit requests.

ARPA Programmatic Staff

ARPA Programmatic Staff



Overview

Somerville has been allocated \$77,504,170 from the federal American Rescue Plan Act (ARPA) to aid in local pandemic recovery efforts.

This money has been allocated to more than 90 different projects that were chosen based on their alignment with our community's values and expressed priorities.

The approved and committed project list can be found on the City of Somerville's ARPA [web page](#) - the ARPA allocation dashboard [is](#) located at the bottom of the page.

About the ARPA Program

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (H.R. 1319), also known as ARPA, into law. The \$1.9 trillion package is intended to combat the COVID-19 pandemic, including the public health and economic impacts. ARPA allocates hundreds of billions of dollars for public health and vaccines, assistance for vulnerable populations, education and housing stabilization, economic recovery assistance and direct assistance.

About 19% of ARPA funds are dedicated to the Coronavirus State & Local Fiscal Recovery Fund (SLFRF). These funds are sent to nearly every State, Tribal Nation, County, City, Town, and Village across the country--including Somerville. Funds can be used for the following purposes: responding to the COVID-19 pandemic and its negative impacts; to provide premium pay to essential workers who worked during the COVID-19 pandemic; to replace government's lost revenue; and to make investments in water, sewer, or broadband infrastructure.

Funds must be obligated by December 31st, 2024, and fully spent by December 31st, 2026.

\$61,700,944

MUNICIPAL ALLOCATION

Funds given directly to the City

\$15,803,226

**MIDDLESEX COUNTY
ALLOCATION**

*Funds given to our county which
were then passed on to us*

\$77,504,170

**TOTAL SOMERVILLE
ALLOCATION**

Total funds we can spend

Development of Values & Priorities

The Mayor's ARPA Advisory Committee developed a list of community values and funding priorities based on the findings of the ARPA community engagement process.



Funding Priorities

Examples of projects that could fall under each topic area are included.

High Priority Topic Areas

Housing

- Housing affordability programs
- Development of affordable housing
- Assistance for unhoused populations

Infrastructure

- Water projects
- Sewer projects
- Broadband access projects
- Transportation projects
- Streetscape improvements

Youth and Education

- Supports for families, especially with children with disabilities
- Teen job opportunities
- Responsive, student-driven projects
- Out-of-school time care opportunities

Economic Development

- Workforce development projects
- Small business assistance programs
- Business incubation projects

Additional Topic Areas

Near-term direct service

- Food access
- Basic needs
- Cash assistance
- Family supports

Behavioral health services

- Service provision and expansion, particularly for typically under-served populations such as elders and immigrants
- Service affordability and subsidy
- New models for service provision and training

Cost of living affordability

- Transportation affordability
- Fuel assistance
- Healthcare affordability
- General household supplies and needs

Improving city services

- Interpretation and translation access
- Connection to resources
- Integrating data systems and case management
- Improving connectivity between service providers
- Improving organizational capacity to continue providing quality service

Community programming

- Services for youths, seniors, immigrants, and more
- Arts and cultural programs

Community cohesion



- Mutual aid projects
- Community center planning

Climate and environment

- Physical infrastructure changes
- Incentive programs and encouragement opportunities

Community Values

Equity

- Prioritizes communities that have been the hardest hit by the pandemic.

Long-term or permanent impact on the community

- Solves or searches for solutions to chronic major problems.

Funding activities that are important and without other sources of funding

- Funds activities that would not get funded by other sources any time soon, or pilot programs to provide proof of concept and impact.

Being evidence-based and data-driven

APPENDICES



Acronyms & Terms Commonly Used in Municipal Finance

Abatement: A complete or partial cancellation of a levy imposed by a governmental unit; applicable to tax levies and special assessments.

Accrual Basis: In the context of accounting, practice in which expenses and income are accounted for as they are earned or incurred, whether or not they have been received or paid.

ADA: Americans with Disabilities Act of 1990, which prohibits discrimination on the basis on disability and requires accommodations of all public places built after passage and to previous facilities when compliance is “readily achievable” which means “easily accomplished without much difficulty or expense.”

Appropriation: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it may be expended. Only a vote of the Board of Aldermen can authorize money appropriated for one purpose to be used for another. Any amount which is appropriated may be encumbered. Any part of the general appropriation not spent or encumbered by June 30 automatically reverts to surplus. A specific or particular appropriation is carried forward from year to year until spent for the designated purpose or transferred by Aldermanic vote to another account.

Assessed Valuation: The value placed upon a particular property by the local Board of Assessors for the purpose of apportioning the City's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at “full and fair cash value,” certified periodically by the Commonwealth's Commissioner of Revenue (no less frequently than once every three years).

ARPA: American Rescue Plan Act, federal stimulus bill passed on March 11, 2021 to mitigate economic ramifications of the pandemic; funding which must be obligated by the end of 2024 and spent before 2027.

Audit: Work done by accountants in examining financial reports, reviewing compliance with applicable laws and regulations, reviewing efficiency and economy of operations, and reviewing effectiveness in achieving program results. A basic audit examines only the financial reports and legal compliance. An outside Certified Public Accountant (CPA) audit is directed primarily toward the expression of an opinion as to the fairness of the financial statements and submission of a management letter. An auditor must be independent of the executive branch of government. A state auditor, private CPA, or public accountant, or elected auditor meets this test.

Balance Sheet: A statement which discloses the assets, liabilities, reserves, and equities of a fund or government unit at a specified date.

Balanced Budget: A plan of financial operation in which the estimate of proposed expenditures for a given period is less than or equal to the proposed means of financing these expenditures (from various sources of funds or revenues).

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period (usually a 12-month period referred to as the Fiscal Year, or FY) and the proposed means of financing them. A budget may be preliminary (the financial plan presented to the City Council) or final (the plan approved by that body).

Capital Improvement Plan (CIP, or Capital Budget): A plan of proposed capital outlays, and the means of financing them for the current fiscal period. It is usually a part of the current budget but may also be a multiyear plan.

Capital Improvement: A major, non-recurring expenditure involving one of the following:

- a. *Real Property* - Includes the purchase or lease of land, existing buildings and structures, and fixtures attached to land and buildings.
- b. *Equipment* - Includes the replacement or addition of major items of equipment with a life expectancy of at least two years and a cost of at least \$10,000. Similar items can be bundled together.
- c. *Projects* - Include activities such as the following:
 - 1. Construction of new buildings or facilities (including architectural, engineering, and related fees).
 - 2. Improvements or major repairs (costing \$50,000 or more) of existing buildings or facilities, aside from routine maintenance.
 - 3. Studies or other activities (costing \$50,000 or more) that either relate to future “brick and mortar” projects, or are a part of a multi-year program of infrastructure improvements.
 - 4. An annual sum available for routine building improvements, renovations, or repairs

CARES: Coronavirus Aid, Relief, and Economic Security Act, federal stimulus bill passed on March 27, 2020 to address initial economic fallout due to COVID-19 pandemic

CCE: Communications & Community Engagement, Department of

CDBG: Community Development Block Grants, a type of Federal Entitlement Program funding for capital projects

Cherry Sheet: An annual statement received from the Massachusetts Department of Revenue (DOR) detailing estimated receipts for the next fiscal year from the various state aid accounts, and estimated state and county government charges payable by the City, and included by the local Assessors in setting the tax rate. The actual receipts and charges may vary from the estimates.

Classification: The division of property valuations by type of property. There are five classes: Residential, Open Space, Commercial, Industrial, and Personal. The Council may set as many as three different tax rates (within limits set forth in state law): for residences, for business and personal, and for open space.



Debt Service: Payment of interest and principal related to long-term debt.

Depreciation: A non-cash expense (also known as non-cash charge) that provides a source of available funds. Amount allocated during the period to amortize the cost of acquiring long-term assets over the useful life of the assets. This is an accounting expense not a real expense that demands cash.

DPW: Department of Public Works

Encumbrance: Obligations such as purchase orders, contracts, or salary commitments that are chargeable to an appropriation, and for which a part of the appropriation is reserved.

Enterprise Fund: A fiscal entity with a self-balancing set of accounts that is utilized to account for a governmental service when it is the intent to recover the total cost of service, including depreciation, primarily through user charges imposed on the consumers of the service. Examples include: Water and Sewer services provided by the Department of Public Works.

ESG: Emergency Shelter Grants: Federally funded program to address the needs of homeless individuals and families

Equalized Valuation (EQV): The value of all property as determined by the Commissioner of Revenue biennially, using a standard of "full and fair value"; also referred to as EQV.

Expenditure: The spending of money by the City for the programs or projects within the approved budget.

Fiscal Year (FY): A 12-month period, commencing July 1 and ending June 30, to which the annual budget applies, and at the end of which a governmental unit determines its financial position and the results of its operations. The number of the fiscal year is that of the calendar year in which it ends; FY2016 is the fiscal year which begins July 1, 2015 and ends June 30, 2016.

Free Cash: Free cash refers to the amount of Fund Balance that is available for appropriation. It is certified each July 1 by the state. Because of the stringent way that the state makes these calculations, Free Cash more closely represents Cash (actual dollars held) than does Fund Balance, which includes a variety of receivables (i.e., cash due).

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Balance: The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to the stockholders equity account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected (see Free Cash).

General Fund: The fund into which the general (non-earmarked) revenues of the City are deposited, and from which money is appropriated to pay expenses.

General Obligation Bonds: Bonds issued by the City that are backed by the full faith and credit of its taxing authority.

GLX: Green Line Extension program by MBTA to bring 5 new stops into Somerville

Governmental Funds: Funds used to organize and separate the finances of various City activities and objectives. Governmental Fund categories include: the General Fund; Enterprise Funds; Special Revenue Funds; and Stabilization Funds.

HUD: Housing & Urban Development, department of federal government

IAM: Infrastructure & Asset Management, Department of

ISD: Inspectional Services Department, under CCE

MBE: Minority Business Enterprise, certification granted at the state level by the Supplier Diversity Office to enhance competitiveness and equity in public and private market bidding processes

OFS: Other Funding Sources

Ordinary Maintenance (OM): The cost of all items not defined as capital or related to staffed positions.

OSE: Office of Sustainability & Environment

OSPCD: Office of Strategic Planning & Community Development

Overlay: The amount raised from the property tax levy in excess of appropriations and other charges. It cannot exceed 5 percent of the levy, and is used to cover abatements and exemptions granted locally or on appeal.

Overlay Surplus: The unused portions of overlay accounts from previous years; at the end of each fiscal year, this amount is computed from information provided by the Board of Assessors. Any sum so designated is transferred to, and becomes part of the General Fund undesignated fund balance.

Override: A vote to increase the amount of property tax revenue that may be raised over the levy limit set by Proposition 2½.

Personal Services (PS): The cost of salaries, wages, and related employment benefits.

Property Tax Levy: The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation. For example:

House Value: \$500,000

Tax Rate: \$12.71 (which means \$9.83 per thousand dollars of valuation)

Levy Calculation: \$12.71 multiplied by \$500,000 divided by \$1,000.

Result, Property Tax Levy: \$6,355

Proposition 2½ (see below): A tax limitation measure passed by Massachusetts voters in 1980 that limits the growth of the total property tax levy to 2.5% per year. New construction values are added to this limit. Two provisions of Prop 2½ allow the City to raise taxes above this tax levy limit, upon approval by a 2/3 Aldermanic vote: an operating override or a debt exclusion.

PSUF: Public Space & Urban Forestry, Subdepartment of OSPCD

Purchased Services: The cost of services that are provided by a vendor.

Revolving Fund: Those funds that may be used without appropriation and that are established for special uses. Fees (such as for recreation) may be paid into a revolving fund. Revolving funds are established directly by state law or by City bylaw consistent with state law.



RSJ: Racial & Social Justice, Department of

SAIL: Somerville Academy of Innovative Learning

SOIA: Somerville Office of Immigrant Affairs, Subdepartment of CCE

SPEA: Somerville Police Employee's Association

Tax Levy: Total amount of dollars assessed in property taxes by the City each fiscal year.

WBE: Woman Business Enterprise, certification granted at the state level by the Supplier Diversity Office to enhance competitiveness and equity in public and private market bidding processes

Terms Associated with Proposition 2½

Excess Levy Capacity: The difference between the City's maximum annual tax levy limit as established by Proposition 2½ and its actual tax levy for the current year. It is additional tax levy that a City could raise without asking voters for an override or debt exclusion.

Growth Revenue: The amount of property tax revenue that the City can add to its allowable tax levy as a result of new construction, alterations, subdivision, or change of use of a parcel.

Primary Levy Limit, or Absolute Limit: 2.5 percent of certified full and fair cash value of taxable property.

Secondary Levy Limit, or Annual Levy Limit: Prior levy limit plus 2.5 percent (base) plus growth revenue.

FY24 Positions Listing

Please note that this information will change on a regular basis. Last updated 6/1/23.

Sdept	Job Title	Incumbent Name	Start Date	FTE	
112	City Councilor - At Large 112	Kristen Strezo	7/1/2023	1	
112	City Councilor - Ward 2 112	Jefferson Scott	7/1/2023	1	
112	City Councilor - Ward 6 112	Lance Davis	7/1/2023	1	
112	City Councilor - At Large 112	Jake Wilson	7/1/2023	1	
112	City Councilor - Ward 4 112	James Clingan	7/1/2023	1	
112	City Councilor - Ward 5 112	Beatriz Gomez Moukad	7/1/2023	1	
112	City Councilor - At Large 112	Willie Burnley Jr	7/1/2023	1	
112	City Councilor - At Large 112	Charlotte Kelly	7/1/2023	1	
112	City Councilor - Ward 7 112	Judy Pineda Neufeld	7/1/2023	1	
112	City Councilor - Ward 1 112	Matthew McLaughlin	7/1/2023	1	
112	City Councilor - Ward 3 112	Ben Ewen-Campen	7/1/2023	1	
113	Assistant Clerk of Committees 113	Stephanie Widzowski	7/1/2023	1	A
113	Clerk of Committees 113	Rositha Durham	7/1/2023	1	
113	1200 Employee (Legislative Clerk) 113	Peter Forcellese	7/1/2023	1	
121	Legislative Liaison 121	Hannah Carrillo	7/1/2023	1	
121	Chief of Staff 121	Nikki Spencer	7/1/2023	1	
121	Mayor 121	Katjana Ballantyne	7/1/2023	1	
121	Legislative Liaison 121	Neha Singh	7/1/2023	1	
121	Executive Administrative Aide 121	Luz Lopez	7/1/2023	1	
121	Chief Administrative Officer 121	Lammis Vargas	7/1/2023	1	
121	ARPA Director 121	Austin Faison	7/1/2023	1	
121	ARPA Specialist 121	Erica Satin-Hernandez	7/1/2023	1	
121	ARPA Program Manager 121	Charlotte Leis	7/1/2023	1	
121	ARPA Program Manager 121	Jenny Hsi	7/1/2023	1	
121	ARPA Program Manager 121	Corliss Jaime	7/2/2023	1	
121	Administrative Aide 121	Vacancy	07/1/2023	1	
121	Director of Intergovernmental Affairs 121	Vacancy	07/1/2023	1	
121	(NEW) Deputy Chief Administrative Officer 121	Vacancy	10/1/2023	1	
122	Director of Somerstat 122	Anna Gartsman	7/1/2023	1	
122	Digital Innovation Officer 122	Rebecca Cooper	7/1/2023	1	
122	Principal Analyst 122	Sam Shaffer	7/1/2023	1	
122	Analyst 122	Logan Hughes	7/1/2023	1	
122	Analyst 122	Juliana Horiuchi	7/1/2023	1	
122	ARPA Program Evaluation Manager 122	Meagan Benetti	7/1/2023	1	
123	Project Assistant 123	Debora Mitrano	7/1/2023	1	
123	Green Facilities Manager 123	Dustin Cross	7/1/2023	1	
123	Director of Capital Projects Management 123	Melissa Woods	7/1/2023	1	
123	Deputy Director of Capital Projects 123	Ralph Henry	7/1/2023	1	
123	Project Manager - Capital Projects 123	Robert Cassano	7/1/2023	1	
123	Senior Project Manager 123	Vacancy	08/1/2023	1	
123	Building Improvements Manager 123	Vacancy	08/1/2023	1	
123	Project Manager 123	Vacancy	08/1/2023	1	
124	Arts Coordinator and Kitchen Manager 124	Anthony Baum	7/1/2023	1	
124	Director of Arts Council 124	Gregory Jenkins	7/1/2023	1	
124	Arts Coordinator 124	Heather Balchunas	7/1/2023	1	
124	Special Events Manager 124	Iaritza Menjivar	7/1/2023	1	
124	Cultural Director 124	Rachel Strutt	7/1/2023	1	
124	Arts Development Manager 124	Michael Rosenberg	7/1/2023	1	
124	Cultural Culinary Coordinator 124	Veronique Ok	7/1/2023	1	
124	(NEW) Arts Space Coordinator (PT 19hrs) 124	Vacancy	07/1/2023	1	



125	Senior Customer Service Rep 125	Eileen Costa	7/1/2023	1	
125	Call Center Manager 125	Elena Viveiros	7/1/2023	1	
125	Service Operations Manager 125	Gabriela Portillo-Perez	7/1/2023	1	
125	Senior Customer Service Rep 125	Heather De La Cruz	7/1/2023	1	
125	Customer Service Rep 125	Sherice Haynes	7/1/2023	0.5	
125	Director of Constituent Services 125	Steven Craig	7/1/2023	1	
125	Telephone Operator 125	Norma Douglas	7/1/2023	1	
125	Customer Service Rep (PT) 125	Frank Bakey	7/1/2023	1	
125	Customer Service Rep 125	Jacinda Lambert	7/1/2023	1	
125	Floor Supervisor / Customer Service Rep 125	Robert Powers	7/1/2023	1	
125	Senior Customer Service Rep 125	Camila Gaddy	7/1/2023	1	
125	Customer Service Rep 125	Georgia Kennedy	7/1/2023	1	
125	311 Systems Administrator 125	Vacancy	09/1/2023	1	
125	Telephone Operator 125	Vacancy	08/1/2023	1	
125	Quality Manager 125	Vacancy	09/1/2023	1	
125	Customer Experience Manager 125	Vacancy	07/1/2023	1	
125	(NEW) Deputy Directory of Constituent Services 125	Vacancy	10/1/2023	1	
126	Director of OSE 126	Christine Blais	7/1/2023	1	
126	Energy Manager 126	Erik Larson	7/1/2023	1	
126	Community Engagement Specialist 126	Erin Noel	7/1/2023	1	
126	Climate Change Program Manager 126	Emily Sullivan	7/1/2023	1	
126	Financial Analyst 126	Vladimir Kan	7/1/2023	1	
126	Sustainability Planner 126	Elyse Belarge	7/1/2023	1	
126	Environmental Program Manager 126	Vacancy	08/1/2023	1	
126	(NEW) Sustainability Planner 126	Vacancy	01/1/2024	1	
127	Director of Council On Aging 127	Ashley Speliotis	7/1/2023	1	
127	Administrative Assistant Non-Union 127	Concetta Lorenti	7/1/2023	1	
127	Outreach Coordinator 127	Debra Higgins	7/1/2023	1	
127	Program Coordinator 127	Maureen Bastardi	7/1/2023	0.75	
127	Geriatric Social Worker 127	Natasha Naim	7/1/2023	1	
127	Health & Wellness Coordinator 127	Phelan Howell	7/1/2023	1	
127	Geriatric Social Worker 127	Molly Pagliuca	7/1/2023	1	
127	(NEW) PT Senior Center Coordinator 127	Vacancy	07/1/2023	0.6	
127	(NEW) Receptionist 127	Vacancy	07/1/2023	0.6	
128	Director of SomerPromise 128	Christopher Hosman	7/1/2023	1	
128	Home Visitor 128	Flor Apolaya	7/1/2023	1	
128	Youth & Family Resource Navigator 128	Lara Versari	7/1/2023	1	
128	SomerPromise Coordinator 128	Madeleine Werner	7/1/2023	1	
128	Home Visitor 128	Maria Holz	7/1/2023	1	
128	Child Care Access Coordinator 128	Ashley Zsofka	7/1/2023	1	
128	(NEW) Wraparound Services Manager 128	Vacancy	10/1/2023	1	
129	Senior Project Manager 129	Debbie Cheng	7/1/2023	1	
129	Construction Liaison & Compliance Manager 129	Jesse Moos	7/1/2023	1	
129	GIS Coordinator 129	Keith Johnson	7/1/2023	1	
129	Director of Finance & Administration 129	Michael Richards	7/1/2023	1	
129	Director of IAM 129	Richard Raiche	7/1/2023	1	
129	Head Clerk 129	Julia Wingate	7/1/2023	1	
129	(NEW) GIS Manager 129	Vacancy	10/1/2023	1	
130	ADA Coordinator 130	Adrienne Pomeroy	7/1/2023	1	
130	Director of Racial & Social Justice 130	Denise Molina Capers	7/1/2023	1	
130	Analyst 130	Elizabeth Ronan	7/1/2023	1	
130	Deputy Director of RSJ 130	Steven Flythe	7/1/2023	1	
130	Project Specialist 130	Elijah Booker	7/1/2023	1	
130	RSJ Coordinator 130	Amanda Nagim-Williams	7/1/2023	1	
130	Public Information Officer 130	Haakon Brooks	7/1/2023	1	
130	Commissions Coordinator 130	Latoya Saulters	7/1/2023	1	

130	Community Engagement Specialist 130	Leonor Galindo	7/1/2023		
130	RSJ Investigator 130	Vacancy	08/1/2023		
135	Deputy City Auditor 135	Colleen Tam	7/1/2023		
135	Finance Director & City Auditor 135	Edward Bean	7/1/2023		
135	Accounting Analyst 135	Jonathan Mancia	7/1/2023		
135	Manager of Accounts Payable 135	Lisa Gallagher Noonan	7/1/2023		
135	Budget Analyst 135	Megan Huckenpahler	7/1/2023		
135	Budget Director 135	Michael Mastrobuoni	7/1/2023		
135	Administrative Assistant SMEA B 135	Jo-Ann Liberatore	7/1/2023		
135	Principal Clerk 135	Kathryn Landry	7/1/2023		
135	Principal Clerk 135	Karen Toner	7/1/2023		
135	Principal Clerk 135	Corrie Carron	7/1/2023		
135	Grant Accountant 135	Diane Macmullen	7/1/2023		
135	Systems Accountant 135	Monique Johnson	7/1/2023		
135	Accounting Analyst 135	Michaela Thompson	7/1/2023		
135	(NEW) Capital Budget Analyst 135	Vacancy	10/1/2023		
135	(NEW) Principal Clerk 135	Vacancy	07/1/2023		
136	Director of Grants and External Funds 136	Kate Hartke	7/1/2023		
136	Grant Writer 136	Hannah Davis	7/1/2023		
136	Deputy Director - Grants Development 136	Jennifer Allison	7/1/2023		
136	ARPA Financial Specialist 136	Sharon Pu	7/1/2023		
136	ARPA Grant Administrator 136	Meagan Kelly	7/1/2023		
138	Deputy Chief Procurement Officer 138	Andrea Caruth	7/1/2023		
138	Chief Procurement Officer 138	Angela Allen	7/1/2023		
138	Senior Procurement Manager 138	Thupten Chukhatsang	7/1/2023		
138	Principal Clerk 138	Navnit Bedi	7/1/2023		
138	Administrative Assistant SMEA B 138	Sandra Wackman	7/1/2023		
138	Procurement Analyst 138	Felisa Garate	7/1/2023		
138	Senior Procurement Manager 138	Jordan Remy	7/1/2023		
138	Procurement Mgr 138	Vacancy	08/1/2023		
141	Chief Assessor & Chairman of Board of Assessors 141	Francis Golden	7/1/2023		
141	Director of Commercial Assessments 141	Heriberto Morales	7/1/2023		
141	Assessor Analyst 141	James McCrea	7/1/2023		
141	Manager of Residential Assessments 141	Russell D'Auria	7/1/2023		
141	Principal Clerk 141	Colleen MacMullin	7/1/2023		
141	Administrative Assistant SMEA B 141	Carla Rocha	7/1/2023		
141	Board of Assessors Member 141	Richard Scanlon	7/1/2023		
141	Board of Assessors Member 141	Michael Flynn	7/1/2023		
141	Senior Clerk 141	Vacancy	08/1/2023		
141	(NEW) Deputy Assessor 141	Vacancy	07/1/2023		
145	Deputy Treasurer 145	Cheryl Cruz	7/1/2023		
145	Treasurer/Collector 145	Linda Dubuque	7/1/2023		
145	Accountant 145	Rie Lowenstein	7/1/2023		
145	Head Cashier 145	Dina Scarpelli	7/1/2023		
145	Principal Clerk 145	Anna Donovan	7/1/2023		
145	Assistant Tax Collector 145	Juntao Zhang	7/1/2023		
145	Administrative Assistant SMEA A 145	Deborah Stillings	7/1/2023		
145	Head Clerk 145	Sarbjeet Bedi	7/1/2023		
145	Principal Clerk 145	Michael Manoogian	7/1/2023		
145	Principal Clerk 145	Tynisha Brown	7/1/2023		
151	Deputy City Solicitor 151	David Shapiro	7/1/2023		
151	Assistant City Solicitor 151	Jason Piques	7/1/2023		
151	Legal Administrative Assistant 151	Kimberly Spezzafero	7/1/2023		
151	Paralegal / Legal Assistant 151	Susan Tkaczuk	7/1/2023	0.625	
151	Municipal Hearing Officer 151	William Roche	7/1/2023		
151	City Solicitor 151	Cynthia Amara	7/1/2023		

151	Assistant City Solicitor 151	Vacancy	07/1/2023		
151	Assistant City Solicitor 151	Vacancy	07/1/2023		
151	ISD Paralegal 151	Vacancy	08/1/2023		
152	Director of Human Resources 152	Anne Gill	7/1/2023		
152	Payroll Coordinator 152	Arben Kote	7/1/2023		
152	Payroll Coordinator 152	Deborah Furtado	7/1/2023		
152	Deputy Director of Human Resources 152	Ellen Collins	7/1/2023		
152	Human Resources Manager 152	Jessica Pavao	7/1/2023		
152	HR Benefits Coordinator 152	Beatrice Falaise	7/1/2023		
152	Payroll Coordinator 152	Kelli Forbes	7/1/2023		
152	Benefits Manager 152	Marie Brown	7/1/2023		
152	Payroll Director 152	Mary-Ellen Egan	7/1/2023		
152	HR Generalist 152	Eleni Grams	7/1/2023		
152	Recruiter 152	Edras Aguirre	7/1/2023		
152	HR Generalist 152	Meghan Percy	7/1/2023		
152	Recruitment & Retention Manager 152	Waleska Aves	7/1/2023		
152	Benefits Specialist 152	Nilofar Jhalodwala	7/1/2023		
152	Human Resources Assistant 152	Elaine Huang	7/1/2023		
152	Project Manager (HRIS) 152	Vacancy	07/1/2023		
152	(NEW) Employee Engagement Specialist 152	Vacancy	10/1/2023		
155	IT Specialist 155	Alicia Goodridge	7/1/2023		
155	Chief Information Officer 155	David Goodridge	7/1/2023		
155	Deputy Director of IT 155	David Slonina	7/1/2023		
155	IT Network Manager 155	Joseph Rizzo	7/1/2023		
155	IT Specialist - Office365 Email & Cloud Management 155	Ryan Mills	7/1/2023		
155	IT Project Manager 155	Wayne Colella	7/1/2023		
155	Senior Clerk & IT Help Desk Admin 155	Jessica Joshi-Musyaju	7/1/2023		
155	IT Specialist - Virtual Infrastructure Engineer 155	Luigi LoBrutto	7/1/2023		
155	Administrative Assistant SMEA A 155	Teresa Vicente	7/1/2023		
155	IT Supervisor/Computer Info Systems 155	Joseph Santos	7/1/2023		
155	IT Specialist - Windows Administrator 155	Andre Parris	7/1/2023		
155	(NEW) Desktop Support Technician 155	Vacancy	10/1/2023		
155	Application Support Specialist 155	Vacancy	07/1/2023		
155	Application Support Specialist 155	Vacancy	09/1/2023		
155	(NEW) Jr Desktop Support Technician 155	Vacancy	02/1/2024		
157	Director of Communications 157	B Denise Taylor	7/1/2023		
157	Web Content and Development Director 157	Daniel Moore	7/1/2023		
157	Public Information Officer 157	Erica Mace	7/1/2023		
157	Public Information Officer - Construction 157	Nick Alakel	7/1/2023		
157	Community Engagement Specialist 157	Victoria MacGregor	7/1/2023		
157	Deputy Director of Communications 157	Grace Munns	7/1/2023		
157	Web Content Administrator 157	Theresa Frazier	7/1/2023		
157	Web Content Writer 157	David Copeland	7/1/2023		
157	Principal Clerk 157	Salu Tiwari	7/1/2023		
157	Financial Analyst 157	Alejandro Ortegon	7/1/2023		
157	(NEW) Communications Coordinator 157	Vacancy	10/1/2023		
157	(NEW) Emergency Public Information Officer 157	Vacancy	10/1/2023		
158	Multilingual Public Information Officer 158	Courtney Henderson	7/1/2023		
158	Community Engagement Specialist - Spanish 158	Francia Reyes	7/1/2023		
158	Spanish Services Coordinator 158	Irma Flores	7/1/2023		
158	Immigration Services Coordinator (20hrs /week) 158	Maria Muti	7/1/2023		
158	Director of SomerViva 158	MariaTeresa Nagel	7/1/2023		
158	Deputy Director & Language Justice Coordinator 158	Meredith Gamble	7/1/2023		
158	Nepali Services Coordinator 158	Parashu Phuyal	7/1/2023		
158	Portuguese Services Coordinator 158	Rafael Peruzzo	7/1/2023		
158	Haitian Kreyol Services Coordinator 158	Leptune Paul	7/1/2023		

158	Community Engagement Specialist - Spanish 158	Susana Russell-Ubaldo	7/1/2023	1	
158	Community Engagement Youth Specialist - Nepali (PT) 158	Arjun Poudel	7/1/2023	1	
158	Community Engagement Specialist - Kreyol 158	Stave-Been Francois	7/1/2023	1	
158	Community Engagement Specialist - Mandarin 158	Yi Lam	7/1/2023	1	
158	Community Engagement Specialist - Portuguese 158	Mary DeMeloDuggan	7/1/2023	1	
158	(NEW) Language Justice Coordinator 158	Vacancy	10/1/2023	1	
158	(New to GF) Equity Support - Housing	Vacancy	8/1/2023	0.5	
158	(New to GF) Equity Support - Spanish	Filled	7/1/2023	0.5	
158	(New to GF) Equity Support - Portuguese	Filled	7/1/2023	0.5	
158	(New to GF) Equity Support - Haitian Creole	Filled	7/1/2023	0.5	
158	(New to GF) Equity Support - Nepali	Filled	7/1/2023	0.5	
158	(New to GF) Equity Support - Mandarin	Filled	7/1/2023	0.5	
158	(New to GF) Youth Equity Support - Spanish	Vacancy	8/1/2023	0.5	
158	(New to GF) Youth Equity Support - Portuguese	Vacancy	8/1/2023	0.5	
158	(New to GF) Youth Equity Support - Haitian Creole	Filled	7/1/2023	0.5	
158	(New to GF) Youth Equity Support - Nepali	Filled	7/1/2023	0.5	
158	(New to GF) Youth Equity Support - Mandarin	Vacancy	8/1/2023	0.5	
161	Assistant City Clerk 161	Bernabe Rodriguez	7/1/2023	1	
161	Legislative & Policy Analyst 161	Brendan Salisbury	7/1/2023	1	
161	Archivist 161	Nadia Dixson	7/1/2023	1	
161	Principal Clerk 161	Rita Vaudo	7/1/2023	1	
161	Administrative Assistant SMEA B 161	Lori Batzek	7/1/2023	1	
161	Principal Clerk 161	Andrea Ramos Torres	7/1/2023	1	
161	Head Clerk 161	Andrea Revilla	7/1/2023	1	
161	Principal Clerk 161	Thomas Joyce	7/1/2023	1	
161	City Clerk 161	Kimberly Wells	7/1/2023	1	
161	Administrative Assistant - Boards & Commissions 161	Madalyn Letellier	7/1/2023	1	
161	Assistant Archivist 161	Ella Lesatele	7/1/2023	1	
161	Administrative Assistant SMEA B 161	Jenneen Pagliaro	7/1/2023	1	
161	(NEW) Licensing Operations Manager 161	Vacancy	01/1/2024	1	
162	Chairman of Elections 162	Nicholas Salerno	7/1/2023	1	
162	Election Commission 162	Louise Mccarthy	7/1/2023	1	
162	Election Commission 162	Douglas Bosley	7/1/2023	1	
162	Deputy Election Commissioner 162	Maria Pierotti	7/1/2023	1	
162	Assist Election Commissioner 162	Megan Arruda	7/1/2023	1	
162	Senior Clerk 162	Kelly Cooper	7/1/2023	1	
162	Principal Clerk 162	Sheila Forristall	7/1/2023	1	
162	Election Commission 162	Vacancy	08/1/2023	1	
165	Chairman 165	Joseph Lynch	7/1/2023	1	
165	Commissioner 165	Jacques Thomas Jr	7/1/2023	1	
165	Commissioner 165	Christopher Allen	7/1/2023	1	
181	Planner 181	Andrew Graminski	7/1/2023	1	
181	Deputy Director of Planning & Zoning 181	Daniel Bartman	7/1/2023	1	
181	Administrative Assistant Non-Union 181	Deana Brown	7/1/2023	1	
181	Senior Planner 181	Emily Hutchings	7/1/2023	1	
181	Planner 181	Raisa Saniat	7/1/2023	1	
181	Director Planning And Zoning 181	Sarah Lewis	7/1/2023	1	
181	Senior Planner 181	Sarah White	7/1/2023	1	
181	Senior Planner 181	Victor Nascimento	7/1/2023	1	
181	Planner 181	Wendy Sczechowicz	7/1/2023	1	
181	Planning Board Member Chair 181	Michael Capuano	7/1/2023	1	
181	Planning Board Member 181	Erin Geno	7/1/2023	1	
181	Planning Board Member 181	Amelia Kominers	7/1/2023	1	
181	Appeals Board Member 181	Cynthia Brockelman	7/1/2023	1	
181	MPO Representative 181	Thomas Bent	7/1/2023	1	

181	Planning Board Alternate 181	Debbie Howitt Easton	7/1/2023		
181	Appeals Board Member Chair 181	Orsola Fontano	7/1/2023		Zc
181	Planning Board Member 181	Jahan Habib	7/1/2023		
181	Outreach Coord Plan & Zoning 181	Anna Grove	7/1/2023		
181	1200 Employee (Historic Events Planner) 181	Brandon Wilson	7/1/2023		
181	Appeals Board Member 181	Katherin Garavaglia	7/1/2023		
181	Appeals Board Member 181	Zachary Zaremba	7/1/2023		
181	Appeals Board Member 181	Ann Fullerton	7/1/2023		
181	Planning Board Member 181	Michael McNeley	7/1/2023		
181	Appeals Board Alternate 181	Brian Cook	7/1/2023		
181	Planning Board Alternate 181	Luc Schuster	7/1/2023		
181	Appeals Board Alternate 181	Sisia Daglian	7/1/2023		
181	Planner 181	Vacancy	07/1/2023		
182	Director of Finance & Community Development 182	Alan Inacio	7/1/2023		
182	Senior Accountant 182	Jennifer Carvalho	7/1/2023		
182	Program Compliance Officer 182	Julia Melgar	7/1/2023		
182	CPA Manager 182	Roberta Cameron	7/1/2023		
182	Executive Assistant 182	Veronica Gee	7/1/2023		
182	Senior Accountant 182	Zewditu Mengestu	7/1/2023		
182	Assistant City Solicitor 182	Bonnie Borch-Rote	7/1/2023		
182	Strategic Planning & Equity Manager 182	Luis Quizhpe	7/1/2023		
182	Executive Director of OSPCD 182	Thomas Galligani	7/1/2023		
182	Program Compliance Officer (PT 28Hrs) 182	Vacancy	08/1/2023		
182	Grants & Procurement Analyst 182	Vacancy	08/1/2023		
183	Program Compliance Officer 183	Amber Rizzo	7/1/2023		
183	Inclusionary Housing Specialist 183	Benjamin Wyner	7/1/2023		
183	Clean Green Project Coordinator 183	Gerry Carrington	7/1/2023		
183	Housing Grants Manager 183	Lisa-Anne Davidson	7/1/2023		
183	Director of Housing 183	Michael Feloney	7/1/2023		
183	Housing Policy Coordinator 183	Morena Zelaya	7/1/2023		
183	Affordable Housing Coordinator 183	Paul Goldstein	7/1/2023		
183	Clean Green Project Manager 183	Russell Koty	7/1/2023		
183	Condo Rev Board Member 183	Zachary Zasloff	7/1/2023		
183	Condo Rev Board Member Chair 183	Patricha Paul	7/1/2023		
183	Condo Rev Board Member 183	Kate Byrne	7/1/2023		
183	Condo Rev Board Member 183	Jean Alix Simeon	7/1/2023		
183	Housing Development Program Manager 183	Alexis Turgeon	7/1/2023		
183	Inclusionary Housing Program Manager 183	Alanna Gaffny	7/1/2023		
183	Paralegal 183	Cecilia Kelly	7/1/2023		
183	Administrative Assistant Non Union 183	Janine Randall	7/1/2023		
183	Housing Compliance Officer 183	Derrick Frazier	7/1/2023		
183	1200 Employee (OSPCD Admin) 183	Catherine Farrell	7/1/2023		
183	Program Specialist 183	Hanalei Steinhart	7/1/2023		
183	Housing Intake Specialist 183	Vacancy	07/1/2023		
183	Clean Green Program Manager 183	Vacancy	08/1/2023		
183	Deputy Director of Housing 183	Vacancy	08/1/2023		
183	Condo Rev Board Member 183	Vacancy	07/1/2023		
183	(NEW) Housing Counsel 183	Vacancy	10/1/2023		
184	Redevelopment Board Mbr Chair 184	Philip Ercolini	7/1/2023		
184	Redevelopment Board Member 184	William Gage	7/1/2023		
184	Redevelopment Board Member 184	Iwona Bonney	7/1/2023		
184	Redevelopment Board Member 184	Emily Hedeman	7/1/2023		
184	Redevelopment Board Member 184	Patrick McCormick	7/1/2023		
184	Redevelopment Board Member 184	Vacancy	08/1/2023		
185	Director of Mobility 185	Bradley Rawson	7/1/2023		
185	Transportation Planner 185	Lauren Craik	7/1/2023		

185	Senior Planner 185	Viola Augustin	7/1/2023		
185	Senior Planner 185	Adam Polinski	7/1/2023		
185	Senior Transportaton Planner 185	Justin Schreiber	7/1/2023		
185	Transportation Planner 185	Katherine White	7/1/2023		
185	Transportation Planner 185	Gregory Hanafin	7/1/2023		
185	Outreach Coordinator 185	Vacancy	08/1/2023		
186	Senior Planner - Women & Minority Business Support 186	Adriana Fernandes	7/1/2023		
186	Senior Planner 186	Edwin Fields	7/1/2023		
186	Senior Planner - Economic Development Specialist 186	Jennifer Mancia	7/1/2023		
186	Senior Planner - Urban Revitalization Specialist 186	Rachel Nadkarni	7/1/2023		
186	Workforce Development Coordinator 186	William Blackmer	7/1/2023		
186	Small Business Permitting Liaison 186	Patricia Tenorio	7/1/2023		
186	Deputy Director of Economic Development 186	Vacancy	08/1/2023		
186	Economic Development Assistant 186	Vacancy	08/1/2023		
186	Director of Economic Development 186	Vacancy	09/1/2023		
187	Environment Health Coordinator 187	Colin Zeigler	7/1/2023		
187	Senior Zoning Review Planner 187	Hans Jensen	7/1/2023		
187	Zoning Review Planner 187	Matthew Sarcione	7/1/2023		
187	Superintendent of ISD 187	Nicholas Antanavica	7/1/2023		
187	Building Inspector 187	Floyd Richardson	7/1/2023		
187	Wire Inspector 187	William Cahill	7/1/2023		
187	Code Enforcement Inspector 187	Kim Ford	7/1/2023		
187	Building Inspector 187	Luis Waldron	7/1/2023		
187	Plumbing & Gas Fitting Inspector 187	William Mccaffery	7/1/2023		
187	Safety Inspector 187	Sheena Bonaventura	7/1/2023		
187	Building Inspector 187	Thomas Cantillon	7/1/2023		
187	Wire Inspector 187	Marcello Fernandes	7/1/2023		
187	Building Inspector 187	Joseph Salamone	7/1/2023		
187	Sr Code Enforcement Inspector 187	Victoria Luis	7/1/2023		
187	Building Inspector 187	John Driscoll	7/1/2023		
187	Building Inspector 187	Albert Bargoot	7/1/2023		
187	Deputy Sealer 187	Christopher Roche	7/1/2023		
187	Chief Wire & Electrical Inspector 187	John Power	7/1/2023		
187	Chief Plumbing & Gas Inspector 187	Kevin Klein	7/1/2023		
187	Chief Code Enforcement Inspector 187	Michelle Bowler	7/1/2023		
187	Deputy Director 187	Matthew Zaino	7/1/2023		
187	Sealer 187	Steven Ross	7/1/2023		
187	Zoning Review Planner 187	Joshua Manion	7/1/2023		
187	Administrative Assistant SMEA B 187	Andrea Como	7/1/2023		
187	ISD Liaison 187	Kelly Como	7/1/2023		
187	Code Enforcement Inspector 187	Lee Anderson	7/1/2023		
187	Inspectional Coordinator 187	Gelin Esteban	7/1/2023		
187	Operations Manager 187	Jennifer Sousa	7/1/2023		
187	Safety Inspector 187	Juliana DeBona	7/1/2023		
187	Accounting/Business Analyst 187	Donna Pickett	7/1/2023		
187	Sr Building Inspector 187	Vacancy	07/1/2023		
187	Wire Inspector 187	Vacancy	08/1/2023		
187	ISD Admin Assistant 187	Vacancy	08/1/2023		
187	Senior Clerk 187	Vacancy	07/1/2023		
187	Senior Clerk 187	Vacancy	07/1/2023		
187	(NEW) Environmental Health Manager 187	Vacancy	10/1/2023		
187	(NEW) Plumbing & Gas Fitting Inspector 187	Vacancy	01/1/2024		
190	Case Manager/Special Initiatives Manager 190	Ben Lappen	7/1/2023		
190	Director of Housing Stability 190	Ellen Shachter	7/1/2023		
190	Deputy Director of Housing Stability (PT 18Hrs) 190	Frederic Berman	7/1/2023		
190	Case Manager/Special Initiatives Manager 190	Sonia Conde	7/1/2023		

190	Deputy Director of Housing Stability 190	Susan Chimene	7/1/2023	
190	Case Manager/Special Initiatives Manager 190	Vartika Govil	7/1/2023	
190	Housing Intake Specialist 190	Yanna Shakes	7/1/2023	
190	Housing Intake Supervisor 190	Sandra Aguerriro Guerra	7/1/2023	
190	Client Services Manager 190	Lydia Lopez	7/1/2023	
190	Case Manager 190	Jill Currier	7/1/2023	
190	(NEW) Program Development, Policy, and Outreach Coordinator 190	Vacancy	10/1/2023	
190	(NEW) Senior Case Manager 190	Vacancy	01/1/2024	
191	Senior Public Space/Project Manager 191	Arn Franzen	7/1/2023	
191	Senior Public Space Planner 191	Cortney Kirk	7/1/2023	
191	Director of Public Space & Urban Forestry 191	Luisa Oliveira	7/1/2023	
191	Urban Forestry & Landscape Planner 191	Malik Drayton	7/1/2023	
191	Senior Urban Forestry & Landscape Planner 191	Vanessa Boukili	7/1/2023	
191	Ecological Restoration Planner 191	Allison Maurer	7/1/2023	
191	Public Space Planner 191	Jon Bronenkant	07/1/2023	
291	(NEW) Emergency Management Director 291	Vacancy	10/1/2023	
291	(NEW) Deputy Director of Emergency Management 291	Vacancy	12/1/2023	
293	Accountant 293	Andrew Wiley	7/1/2023	
293	Director of Operations & PCO Supervisor 293	Anna Rebelo	7/1/2023	
293	Project Analyst 293	Jacqueline Stagnari	7/1/2023	
293	Hearing Officer - PT 28Hrs 293	Joseph Capuano	7/1/2023	0.7
293	Director of Parking 293	Suzanne Rinfret	7/1/2023	
293	Parking Control Officer 293	Zachary Sheppard	7/1/2023	
293	Parking Control Officer 293	Cherry Browne-Lefort	7/1/2023	
293	Parking Control Officer 293	James Mello	7/1/2023	
293	Parking Control Officer 293	Andrew Como	7/1/2023	
293	Parking Control Officer 293	Brian Nadile	7/1/2023	
293	Parking Control Officer 293	Jeaneddy Paul	7/1/2023	
293	Parking Control Officer 293	Jason Masci	7/1/2023	
293	Parking Control Officer 293	Dalvir Singh	7/1/2023	
293	Parking Control Officer 293	Ana Soares	7/1/2023	
293	Parking Meter Repairman 293	Delince Dodin	7/1/2023	
293	Parking Control Officer 293	Salvatore Fucile Iii	7/1/2023	
293	Parking Control Officer 293	Robert Lafee	7/1/2023	
293	Parking Control Officer 293	Olyver Haynes	7/1/2023	
293	Administrative Assistant SMEA B 293	Laura Accaputo	7/1/2023	
293	Parking Control Officer 293	Richard Brescia	7/1/2023	
293	Parking Control Officer 293	Stavros Moreira	7/1/2023	
293	Parking Control Officer 293	Wilber Ventura	7/1/2023	
293	Sign Repairman 293	Theofanis Zambakis	7/1/2023	
293	Parking Control Officer 293	Nathan Verge	7/1/2023	
293	Senior Clerk 293	Mary Carr	7/1/2023	
293	Parking Control Officer 293	Fedler Edouard	7/1/2023	
293	Parking Control Officer 293	Andrew Haynes	7/1/2023	
293	Parking Control Officer 293	Thomas Carey	7/1/2023	
293	Parking Control Officer 293	Gregory O'Brien	7/1/2023	
293	Parking Control Officer 293	David Capuano	7/1/2023	
293	PCO Supervisor 293	Linda Smith	7/1/2023	
293	PCO Supervisor 293	Tammy Doe	7/1/2023	
293	Head Clerk 293	Brahim Krouch	7/1/2023	
293	Parking Control Officer 293	Christian Contreras	7/1/2023	
293	Parking Control Officer 293	Nicolas Cutler	7/1/2023	
293	Principal Clerk 293	Natalie Larcom	7/1/2023	
293	Parking Control Officer 293	Christine Rodriques	7/1/2023	
293	Parking Control Officer 293	Debra Alderman	7/1/2023	
293	Senior Clerk 293	Bridgette San Soucie	7/1/2023	

293	Senior Clerk 293	Daniel Ruccolo	7/1/2023	
293	Senior Clerk 293	Courtney O'Keefe	7/1/2023	
293	Hearing Officer - PT 20Hrs 293	Carlene Cambell-Hegarty	7/1/2023	0.5
293	Parking Control Officer 293	Denis Saint Cyr	7/1/2023	
293	Parking Meter Repairperson 293	Vacancy	08/1/2023	
293	Meter/Sign Repairperson 293	Vacancy	07/1/2023	
293	Meter/Sign Repairperson 293	Vacancy	07/1/2023	
293	Sign Repairman 293	Vacancy	08/1/2023	
293	Head Clerk 293	Vacancy	07/1/2023	
293	(NEW) Project Manager 293	Vacancy	10/1/2023	
293	Parking Control Officer 293	Vacancy	08/1/2023	
293	Principal Clerk 293	Vacancy	08/1/2023	
293	Senior Clerk 293	Vacancy	08/1/2023	
293	Senior Clerk 293	Vacancy	08/1/2023	
401	Director of Operations 401	Eric Weisman	7/1/2023	
401	Commissioner of DPW 401	Jill Lathan	7/1/2023	
401	Head Clerk 401	Stephanie Schalebaum	7/1/2023	
401	Senior Clerk 401	Charlotte Graham	7/1/2023	
401	Administrative Assistant SMEA B 401	Alexandra Fuentes	7/1/2023	
401	Head Clerk 401	Joanne Howard	7/1/2023	
401	Principal Clerk 401	Jennifer Taddia	7/1/2023	
401	Director of Finance & Administration 401	Julie Spurr-Knight	7/1/2023	
401	(NEW) Sanitation & Hazardous Material Program Manager 401	Vacancy	10/1/2023	
401	(NEW) Deputy Director of Finance and Administration 401	Vacancy	07/1/2023	
401	(NEW) Procurement Analyst 401	Vacancy	11/1/2023	
402	PV Foreman 402	Vincent Devellis	7/1/2023	
402	Signal Maintainer 402	Joseph Goode	7/1/2023	
402	Working Foreman Electrician 402	Kristofer Cali	7/1/2023	
402	Electrician 402	Robert Azulay	7/1/2023	
403	Traffic Engineer 403	Jessica Bellow	7/1/2023	
403	Deputy Director - Engineering Projects 403	Jonathan Smith	7/1/2023	
403	Engineering Project Manager 403	Karla Cuarezma	7/1/2023	
403	Deputy Director - Engineering Services 403	Kevin Roche	7/1/2023	
403	Senior Civil Engineer 403	Nicholas Lyford	7/1/2023	
403	Trench Inspector 403	Eamon Duane	7/1/2023	
403	Junior Civil Engineer 403	Isabela DeMouraMaia	7/1/2023	
403	Senior Project Manager 403	Rebecca Wright	7/1/2023	
403	Engineering Project Manager 403	Gina Cortese	7/1/2023	
403	Director of Engineering 403	Brian Postlewaite	7/1/2023	
403	(NEW) Senior Traffic Engineer 403	Vacancy	10/1/2023	
403	(NEW) ADA Field Associate 403	Vacancy	01/1/2024	
405	Motor Equipment Repairman Foreman 405	Michael Browne	7/1/2023	
405	SHMEO/Cement Finisher/PWL 405	Jason Diorio	7/1/2023	
405	Waste Collection Inspector 405	Charles Roche	7/1/2023	
405	Working Foreman / Waste Collection Inspector 405	John O'Connell	7/1/2023	
405	Motor Equipment Repairman 405	Thomas Wingate	7/1/2023	
405	Working Foreman / Motor Equipment Repairman 405	Karl Winter	7/1/2023	
405	Motor Equipment Repairman 405	Michael Gadsby	7/1/2023	
405	Watchman 405	John Kennedy	7/1/2023	
405	SHMEO/PWL +10% 405	Todd Headley	7/1/2023	
405	SHMEO/Cement Finisher/PWL 405	Kevin McDevitt	7/1/2023	
405	Motor Equipment Repairman 405	Richard Thornton	7/1/2023	
405	Temp Laborer 405	Christopher Cassesso	7/1/2023	
405	Working Foreman/SHMEO/Curbsetter/PWL 405	Ed Halloran	7/1/2023	
405	Motor Equipment Repairman 405	Zackary Dolson	7/1/2023	
405	SHMEO/Curbsetter/PWL 405	Midouin Theus	7/1/2023	

405	Motor Equipment Repairman 405	Timothy McDonough	7/1/2023	
405	Waste Collection Inspector 405	James Wood	7/1/2023	
405	SHMEO/PWL +10% 405	Christopher Fray	7/1/2023	
405	SHMEO/Cement Finisher/PWL 405	Charles Arria	7/1/2023	
405	Highway Yard Foreman 405	James Difraia	7/1/2023	
405	Working Foreman/SHMEO/Cement Finisher/PWL 405	Edward Hardy	7/1/2023	
405	Fleet Manager 405	Lorraine Moorehouse	7/1/2023	
405	Working Foreman/SHMEO/PWL 405	Daniel Hardy	7/1/2023	
405	DPW Foreman 405	David Bunker	7/1/2023	
405	SHMEO/Cement Finisher/PWL 405	Robert Dill	7/1/2023	
405	SHMEO/PWL +10% 405	Rory Gallivan	7/1/2023	
405	SHMEO/PWL 405	Esteve Louis	7/1/2023	
405	Superintendent of Highway 405	Jeffrey Barbieri	7/1/2023	
405	SHMEO/PWL 405	Vacancy	08/1/2023	
405	SHMEO/PWL 405	Vacancy	08/1/2023	
405	SHMEO/PWL 405	Vacancy	07/1/2023	
405	HMEO/PWL 405	Vacancy	08/1/2023	
405	HMEO/PWL 405	Vacancy	07/1/2023	
405	Working Foreman/SHMEO/PWL 405	Vacancy	09/1/2023	
405	SHMEO/Curbsetter/PWL 405	Vacancy	07/1/2023	
405	HMEO/PWL 405	Vacancy	08/1/2023	
405	SHMEO/Curbsetter/PWL 405	Vacancy	08/1/2023	
405	SHMEO/Curbsetter/PWL 405	Vacancy	08/1/2023	
405	SHMEO/Cement Finisher/PWL 405	Vacancy	07/1/2023	
407	Preventive Maintenance Manager 407	Andy Rieder	7/1/2023	
407	Superintendent of Buildings & Custodians 407	Marc Hamel	7/1/2023	
407	Foreman - SMEA A 407	Frank Santangelo	7/1/2023	
407	Electrician 407	Gerald Pothier	7/1/2023	
407	Building Custodian City 407	Patricia Logrippo	7/1/2023	
407	Building Custodian City 407	Mark Mitchell	7/1/2023	
407	Building Custodian City 407	James Silva	7/1/2023	
407	HMEO 407	Matthew Johnson	7/1/2023	
407	Working Foreman / Carpenter 407	John Walsh	7/1/2023	
407	Building Custodian City 407	Matthew Vieira	7/1/2023	
407	Working Foreman / Plumber 407	Stewart Mckenzie	7/1/2023	
407	Electrician 407	Joseph Marino	7/1/2023	
407	Sr Bldg Custodian City 407	Alan Koslofsky	7/1/2023	
407	Building Custodian City 407	David Keating	7/1/2023	
407	Maintenance Mechanic/PWL 407	Mark Hascom	7/1/2023	
407	Carpenter/Public Works Laborer 407	Peter D'Agostino	7/1/2023	
407	HMEO 407	Tennyson Norman	7/1/2023	
407	Building Custodian City 407	Christopher Bo	7/1/2023	
407	Building Custodian City 407	Alex Colandris	7/1/2023	
407	Building Custodian City 407	John Collins	7/1/2023	
407	Foreman - SMEA B 407	Stephen Corbett	7/1/2023	
407	HMEO 407	Vacancy	08/1/2023	
407	Plumber 407	Vacancy	09/1/2023	
407	(NEW) Building Systems Manager 407	Vacancy	10/1/2023	
409	Superintendent of Grounds 409	Ben Waldrip	7/1/2023	
409	Tree Warden 409	Cary Miller	7/1/2023	
409	Foreman - SMEA A 409	Steven Quinn	7/1/2023	
409	SHMEO/PWL 409	Jordan Douglas	7/1/2023	
409	Public Grounds Gardener 409	Bruce Maus	7/1/2023	
409	Working Foreman/SHMEO 409	Mark Ardolino	7/1/2023	
409	HMEO 409	John Kalton	7/1/2023	
409	HMEO/PWL 409	Michael Morash	7/1/2023	

409	Working Foreman/SHMEO 409	Jean-Claude Falaise	7/1/2023	
409	Laborer 409	Jacques Preval	7/1/2023	
409	Public Works Maintenance 409	St Patrick Baugh	7/1/2023	
409	SHMEO 409	Cornelius O'Regan	7/1/2023	
409	Foreman - SMEA B 409	Martha Pantanella	7/1/2023	
409	Mechanic Equipment Repairman 409	Cameron Kostopoulos	7/1/2023	
409	HMEO/PWL 409	Cristiano Negrini	7/1/2023	
409	SHMEO/Tree Climber/PWL 409	Vacancy	07/1/2023	
409	Working Foreman/SHMEO/Tree Climber 409	Vacancy	07/1/2023	
409	SHMEO/Tree Climber/PWL 409	Vacancy	07/1/2023	
409	HMEO/PWL 409	Vacancy	08/1/2023	
411	Jr Building Custodian + 10%	Anthony Barbetta	7/1/2023	
411	Jr Building Custodian	Jason Guarino	7/1/2023	
411	Jr Building Custodian + 10%	John Shea	7/1/2023	
411	Jr Building Custodian + 10%	Roman Szymkowski	7/1/2023	
411	Jr Building Custodian	Philip Capaviella	7/1/2023	
411	Jr Building Custodian	Chris Capasso	7/1/2023	
411	Jr Building Custodian + 10%	Miller Bocart	7/1/2023	
411	Jr Building Custodian	Robert Fitzgerald	7/1/2023	
411	Jr Building Custodian + 10%	Cosmo Valente	7/1/2023	
411	Jr Building Custodian + 10%	Marco Pena	7/1/2023	
411	Jr Building Custodian	Vincent Logrippo	7/1/2023	
411	Sr Custodian 2 + 10%	Michael Rogers	7/1/2023	
411	Jr Building Custodian + 10%	James Hodgdon	7/1/2023	
411	Jr Building Custodian	Thomas Mcdaid	7/1/2023	
411	Sr Custodian 2 + 10%	Christopher Collette	7/1/2023	
411	Jr Building Custodian + 10%	Roberilson Toledo	7/1/2023	
411	Sr Custodian 2 + 10%	Joseph Consolo	7/1/2023	
411	Jr Building Custodian + 10%	Stanley Washington	7/1/2023	
411	Jr Building Custodian + 10%	Edgar Rodriguez	7/1/2023	
411	Jr Building Custodian	Rodrigo Reyes	7/1/2023	
411	Jr Building Custodian	Ronald Colman	7/1/2023	
411	Jr Building Custodian + 10%	James Donovan	7/1/2023	
411	Jr Building Custodian + 10%	Anthony Mitrano	7/1/2023	
411	Jr Building Custodian + 10%	Rubio Menjivar	7/1/2023	
411	Jr Building Custodian	Michael Finigan	7/1/2023	
411	Sr Custodian 2 + 10%	Peter Calioro	7/1/2023	
411	Jr Building Custodian + 10%	Ronald Hickey	7/1/2023	
411	Sr Custodian 2 + 10%	Roy Mcdonald	7/1/2023	
411	Jr Building Custodian + 10%	James Sturniolo	7/1/2023	
411	Sr Custodian 1 + 10%	Antonio Difranco	7/1/2023	
411	Jr Building Custodian + 10%	Joseph Whitlock	7/1/2023	
411	Jr Building Custodian	William Consolo	7/1/2023	
411	Jr Building Custodian + 10%	Brian Ahearn	7/1/2023	
411	Jr Building Custodian + 10%	Cameron Pigeon	7/1/2023	
411	Jr Building Custodian	Vacancy	08/1/2023	
411	Jr Building Custodian + 10%	Vacancy	07/1/2023	
411	Jr Building Custodian + 10%	Vacancy	07/1/2023	
411	Jr Building Custodian + 10%	Vacancy	08/1/2023	
411	Jr Building Custodian + 10%	Vacancy	07/1/2023	
411	Facilities Supervisor 411	Michael Bowler	7/1/2023	
411	Asst Super of Night Custodians 411	Harry Moore	7/1/2023	
411	Day Supervisor of Custodians 411	Anthony Angiulo Jr	7/1/2023	
440	Utilities Project Manager 440	Daniel Amelin	7/1/2023	
440	Superintendent of Sewer 440	Jason Hayden	7/1/2023	
440	Stormwater Progam Manager 440	Lucica Hiller	7/1/2023	

440	Director of Admin And Finance 440	Stephen Haynes	7/1/2023	
440	Administrative Assistant 440	Kim Brown	7/1/2023	
440	SHMEO/Catch Basin Cleaner 440	William Woods	7/1/2023	
440	SHMEO/Catch Basin Cleaner 440	Henock Desir	7/1/2023	
440	SHMEO/Catch Basin Cleaner 440	Timothy Burditt	7/1/2023	
440	Water/Sewer System Analyst 440	Joan Lidell	7/1/2023	
440	Water & Sewer Director 440	Demetrios Vidalis	7/1/2023	
440	Principal Clerk 440	Sarah Wairi	7/1/2023	
440	Public Works Foreman 440	Anthony Devita	7/1/2023	
440	Head Water Meter Technician 440	Dakota Politano	7/1/2023	
440	Principal Clerk 440	Arturo Vasquez	7/1/2023	
440	Water Systems Billing Manager 440	Patricia Torosian	7/1/2023	
440	Records Clerk 440	Marianna Correa	7/1/2023	
440	Sewer Primary Operator 440	Vacancy	08/1/2023	
440	SHMEO/Catch Basin Cleaner 440	Vacancy	08/1/2023	
440	(NEW) Safety Compliance Officer 440	Vacancy	10/1/2023	
440	(NEW) Project Manager 440	Vacancy	10/1/2023	
440	Water Engineer 440	Vacancy	08/1/2023	
440	Working Foreman/SHMEO - Sewer 440	Vacancy	08/1/2023	
450	Superintendent of Water 450	Neil Viner	7/1/2023	
450	Water Primary Operator 450	Carlos Perez	7/1/2023	
450	Water Foreman 450	John Quinn	7/1/2023	
450	SHMEO - Water 450	Vacancy	08/1/2023	
450	SHMEO - Water 450	Vacancy	08/1/2023	
450	SHMEO - Water 450	Vacancy	08/1/2023	
450	SHMEO - Water 450	Vacancy	08/1/2023	
512	Healthy Communities Coordinator 512	Alissa Ebel	7/1/2023	
512	Director of Tobacco Control 512	Bonny Carroll	7/1/2023	
512	Clinical Youth Specialist 512	Hallory Mogren	7/1/2023	
512	Director of Health & Human Services 512	Karin Carroll	7/1/2023	
512	Substance Use Prevention Coordinator 512	Lily Dolyak	7/1/2023	
512	Food Access & Healthy Communities Director 512	Lisa Robinson	7/1/2023	
512	Program Director 512	Lovelee Heller	7/1/2023	
512	Director of Prevention Service 512	Matthew Mitchell	7/1/2023	
512	Case Manager 512	Menny Kalas	7/1/2023	
512	Deputy Director - Human Services 512	Nancy Bacci	7/1/2023	
512	Board of Health Chair 512	Brian Green	7/1/2023	
512	Board of Health Member 512	Robert Ciccio	7/1/2023	
512	Board of Health Member 512	Paula Machado	7/1/2023	
512	Administrative Assistant SMEA A 512	Lucy Barrows	7/1/2023	
512	Public Health Preparedness Nurse 512	Celeste Gearhart	7/1/2023	
512	Clinical Youth Specialist 512	Emily Mayernik	7/1/2023	
512	Deputy Director - Public Health 512	Kelley Hiland	7/1/2023	
512	LGBTQ+ Services Coordinator 512	Isabel Starr	7/1/2023	
512	Social Worker 512	Jacquelyn Rupp	7/1/2023	
512	Youth Services Manager 512	Daniel Harris	7/1/2023	
512	Social Worker 512	Bridget Twomey	7/1/2023	
512	Health Communications Officer 512	Vacancy	07/1/2023	
512	Mental Health Services Manager 512	Vacancy	07/1/2023	
512	Youth Services Director 512	Vacancy	08/1/2023	
512	Grants Analyst 512	Vacancy	08/1/2023	
512	Case Manager 512	Vacancy	08/1/2023	
512	Finance Manager 512	Vacancy	08/1/2023	
512	(NEW) Community Health Worker 512	Vacancy	08/1/2023	
512	(NEW) Community Health Worker 512	Vacancy	10/1/2023	
512	(NEW) Community Health Worker 512	Vacancy	10/1/2023	

512	Public Health Nurse Manager 512	Vacancy	09/1/2023		
543	Director of Veterans' Services 543	Ted Louis-Jacques	7/1/2023		
543	Principal Clerk 543	Shannon Henry	7/1/2023		
543	Veterans Benefits Administrator 543	Monique Harper	7/1/2023		
610	Director of Libraries 610	Catherine Piantigini	7/1/2023		
610	Manager of Branch Services 610	Jane Philbrick	7/1/2023		
610	Deputy Director 610	Karen Stevens	7/1/2023		
610	Library Technician III 610	Ramo Imperioso	7/1/2023		
610	Librarian I - Literacy & Volunteer Coordinator 610	Brigid Pigott	7/1/2023		
610	Librarian II - Head of Children's Services 610	Mary Terry	7/1/2023		
610	Library Technician III - Children's Dept East 610	Meghan Forsell	7/1/2023		
610	Librarian II - Head of Teen Services 610	Ellen Jacobs	7/1/2023		
610	Librarian II - Head of Circulation 610	Kelly Gates	7/1/2023		
610	Librarian II - Head of Tech Services 610	Margaret Ragland	7/1/2023		
610	Library Technician II - Tech Services 610	Freweini Ghebremicael	7/1/2023		
610	Library First Assistant 610	Patricia Hall	7/1/2023		
610	Library Senior Assistant 610	Maria Murphy	7/1/2023		
610	Administrative Assistant SMEA B 610	Tim Devin	7/1/2023		
610	Library First Assistant 610	Rita Jones	7/1/2023		
610	Librarian I - Generalist 610	Laura Morgan	7/1/2023		
610	Librarian II - Head of Adult Services 610	Kerry O'Donnell	7/1/2023		
610	Librarian II - Head of Reference 610	Kevin O'Kelly	7/1/2023		
610	Library Technician II - Circulation Central 610	Thy Toeum	7/1/2023		
610	Library Technician III - Circulation West 610	Carlos Sanchez	7/1/2023		
610	Librarian I - Generalist Librarian 610	Kayla Cottingham	7/1/2023		
610	Library Technician II 610	Gregory Xavier	7/1/2023		
610	Librarian I - Reference 610	Alyssa True	7/1/2023		
610	Librarian I - Reference 610	Timothy Buckingham	7/1/2023		
610	Librarian I - Youth Services 610	Keri Bradeen	7/1/2023		
610	Librarian I - Reference 610	Bethany Doane	7/1/2023		
610	Librarian II - Community Services 610	ShanTil Yell	7/1/2023		
610	Librarian I - West Branch Generalist 610	Brigid Black	7/1/2023		
610	Librarian I - Youth Services 610	Alison Mitchell	7/1/2023		
610	Librarian I - Generalist 610	Leo Rachman	7/1/2023		
610	Library Technician III - Business Office 610	James Perriello	7/1/2023		
610	Librarian III - East Branch Manager 610	Vacancy	08/1/2023		
610	Library Technician III - Payroll/Admin Services 610	Vacancy	08/1/2023		
610	(NEW) Social Worker - Libraries 610	Vacancy	10/1/2023		
610	Librarian I 610	Vacancy	08/1/2023		
610	Library First Assistant 610	Vacancy	08/1/2023		
610	Library Technician III - Children's Librarian Central 610	Vacancy	08/1/2023		
630	Specialized Program Coordinator 630	Alicia Querusio	7/1/2023		
630	Specialized Program Coordinator 630	Jeremy Vallesio	7/1/2023		
630	Specialized Program Coordinator 630	Johnathan Tsirigotis	7/1/2023		
630	Specialized Program Coordinator 630	Makonnen Fenton	7/1/2023		
630	Specialized Program Coordinator 630	Marco Osoy	7/1/2023		
630	Recreation Program Developer 630	George Scarpelli	7/1/2023		
630	Director of Parks & Recreation 630	Susan Yerkes	7/1/2023		
630	Pool Manager 630	Ashley Alves	7/1/2023		
630	Program Coordinator 630	Ryan Chambers	7/1/2023		
630	Administrative Assistant SMEA B 630	Emmanuel Saez	7/1/2023		
630	Asst Pool Manager-Kennedy Pool 630	Vacancy	08/1/2023		
630	(NEW) Teen Spaces Coordinator 630	Vacancy	10/1/2023		
630	(NEW) Recreation Program Manager 630	Vacancy	10/1/2023		
630	(NEW) Finance Manager 630	Vacancy	10/1/2023		
633	Athletic Field Laborer 633	Bryant Aufiero	7/1/2023		

633	Athletic Field Laborer 633	Vacancy	09/1/2023	1	
633	Working Foreman 633	Vacancy	08/1/2023	1	
633	Director of Operations - Fields Maintenance 633	Jami-Ann Kranich	7/1/2023	1	
910	Manager of Employee Safety & Training 910	Renee Mello	7/1/2023	1	

Police Department Position Listing

Position	Name	Start Date
CHIEF	FEMINO, CHARLES	7/1/2023
DEPUTY CHIEF	STANFORD, JAMES	7/1/2023
DEPUTY CHIEF	WARD, CHRISTOPHER	7/1/2023
CAPTAIN	DONOVAN, JAMES	7/1/2023
CAPTAIN	LAVEY JR., RICHARD	7/1/2023
CAPTAIN	DIGREGORIO, JEFFREY	7/1/2023
LIEUTENANT	DEOLIVEIRA, DIOGO	7/1/2023
LIEUTENANT	MITSAKIS, TIMOTHY	7/1/2023
LIEUTENANT	RYMILL, A WILLIAM	7/1/2023
LIEUTENANT	RYMILL, GERARD J	7/1/2023
LIEUTENANT	SHEEHAN, SEAN	7/1/2023
LIEUTENANT	VIVOLO, CARMINE C	7/1/2023
LIEUTENANT	HOLLAND, MICHAEL	7/1/2023
LIEUTENANT	CAPASSO JR., MICHAEL R.	7/1/2023
LIEUTENANT	PERRONE, MICHAEL	7/1/2023
LIEUTENANT	SHACKELFORD, KEVIN	7/1/2023
LIEUTENANT	FUSCO, SALVATORE	7/1/2023
SERGEANT	CHAILLE, WARREN	7/1/2023
SERGEANT	GOBIEL, JOHN J	7/1/2023
SERGEANT	ISIDORO, RICO J	7/1/2023
SERGEANT	REGO, DANIEL	7/1/2023
SERGEANT	WHALEN, SCOTT	7/1/2023
SERGEANT	MCCAREY, MICHAEL	7/1/2023
SERGEANT	SLATTERY, JAMES, JR.	7/1/2023
SERGEANT	SYLVESTER, SEAN	7/1/2023
SERGEANT	ANDERSON, PAUL	7/1/2023
SERGEANT	SCHNEIDER, DEVIN	7/1/2023
SERGEANT	ST. HILAIRE, STEVE	7/1/2023
SERGEANT	BERROUET, WOLFF E	7/1/2023
SERGEANT	DIFAVA, MARC	7/1/2023
SERGEANT	KIM, ELI	7/1/2023
SERGEANT	VAN NOSTRAND, TIMOTHY	7/1/2023
SERGEANT	RICHARDSON, MACKENZIE	7/1/2023
SERGEANT	MESSAOUDI, SAMIR	7/1/2023
SERGEANT	TORRES, JAMES	7/1/2023
PATROL04	ANAYA, ROBERT	7/1/2023
PATROL04	BECKFORD, PAUL	7/1/2023
PATROL04	BORK, CHRISTINE	7/1/2023
PATROL04	BRIOSO, DOUGLAS	7/1/2023
PATROL04	BROWN, JUSTIN	7/1/2023
PATROL04	BROWN, MICHAEL D	7/1/2023
PATROL04	BUSWELL, JUSTIN	7/1/2023
PATROL04	CAMPERS, CASSANDRA	7/1/2023
PATROL04	CANTY, MARK	7/1/2023
PATROL04	CANTY, PATRICK	7/1/2023
PATROL04	CATATAO, ASHLEY	7/1/2023
PATROL04	CICERONE, FERNANDO	7/1/2023
PATROL04	CLEARY, MICHAEL	7/1/2023
PATROL04	COLLAZO, ARIEL I	7/1/2023
PATROL04	COLLETTE, CHRISTOPHER	7/1/2023
PATROL04	COLLETTE, WALTER , JR.	7/1/2023
PATROL04	COSTA, JASON	7/1/2023
PATROL04	COSTA, SERGIO	7/1/2023



PATROL04	DACOSTA, EDNA	7/1/2023
PATROL04	DELL'ISOLA, DANIEL	7/1/2023
PATROL04	DESROCHERS, ROGER	7/1/2023
PATROL04	DIFRONZO, DANTE	7/1/2023
PATROL04	DOTTIN, DERRICK	7/1/2023
PATROL04	DOTTIN, SHANNON N	7/1/2023
PATROL04	DUCASSE-AYALA, JUAN A	7/1/2023
PATROL04	DUVAL, MARIKA	7/1/2023
PATROL04	FARIA, MICHAEL	7/1/2023
PATROL04	FUSCO, CHRISTOPHER	7/1/2023
PATROL04	GARCIA, SERGIO	7/1/2023
PATROL04	GEE, ALBERT	7/1/2023
PATROL04	HALEY, DANIEL	7/1/2023
PATROL04	HARTSGROVE, ROBERT	7/1/2023
PATROL04	HOWE, JOHN J	7/1/2023
PATROL04	JEAN-JACQUES, YVON	7/1/2023
PATROL04	JOHNSON, STEVEN	7/1/2023
PATROL04	JONES, STEPHEN	7/1/2023
PATROL04	KHOURY, MATTHEW	7/1/2023
PATROL04	LAMBERT, DYLAN	7/1/2023
PATROL04	LAMBERT, THOMAS	7/1/2023
PATROL04	LEGROS, GUERDY	7/1/2023
PATROL04	LEGUISAMON CORNELIO, KILSARYS	7/1/2023
PATROL04	LORENTI, ALEX	7/1/2023
PATROL04	MCLAUGHLIN, MARK	7/1/2023
PATROL04	VACANT	7/1/2023
PATROL04	MONACO, ALAN	7/1/2023
PATROL04	MONTINA-GARCIA, NATACHA	7/1/2023
PATROL04	MOREIRA, JOSEPH A	7/1/2023
PATROL04	MOREIRA, NICHOLAS	7/1/2023
PATROL04	MOREL, JORGE	7/1/2023
PATROL04	NEVIN, MARK	7/1/2023
PATROL04	O'BRIEN, ERIC	7/1/2023
PATROL04	O'LEARY, CHARLES	7/1/2023
PATROL04	OLIVEIRA, JOHN L	7/1/2023
PATROL04	PASQUALINO, ROBERT	7/1/2023
PATROL04	PAVAO, BRIAN	7/1/2023
PATROL04	PROPHETE, FRANDIANE	7/1/2023
PATROL04	PULLI, MARK	7/1/2023
PATROL04	RADOCHIA, JAMES	7/1/2023
PATROL04	RAMIREZ, JOSE	7/1/2023
PATROL04	REECE, COURTNEY	7/1/2023
PATROL04	RIBEIRO, PRISCILLA	7/1/2023
PATROL04	RIVERA, JOSEPH	7/1/2023
PATROL04	RUF, DAVID	7/1/2023
PATROL04	SCRUGLI, STEVEN	7/1/2023
PATROL04	SOARES, EDUARDO	7/1/2023
PATROL04	SULLIVAN, RYAN	7/1/2023
PATROL04	SULLIVAN, TIMOTHY F	7/1/2023
PATROL04	TAYLOR, ROBERT	7/1/2023
PATROL04	TEVES, JOSEPH	7/1/2023
PATROL04	THERMIDOR, JONATHAN	7/1/2023
PATROL04	VACANT	7/1/2023
PATROL04	UBEDA, ERICK	7/1/2023
PATROL03	HENRIQUEZ, KEVIN	7/1/2023
PATROL03	THOMPSON, JAMEY	7/1/2023



PATROL02	LAVEY III, RICHARD C	7/1/2023
PATROL02	LENTINI, KYLE	7/1/2023
PATROL02	BARTON, PATRICK	7/1/2023
PATROL02	KARTSO, TENZING	7/1/2023
PATROL01	FERRARA, GIANNA	7/1/2023
PATROL01	MCALONEY, KEIGHLA	7/1/2023
PATROL01	MARTINS, JONATHAN	7/1/2023
PATROL01	MCCUNE, MATTHEW	7/1/2023
DIRECTOR OF FINANCE & ADMINISTRATION		VACANT
IT/COMMUNICATIONS CLIVIAN		DESMOND, MATTHEW
IT/COMMUNICATIONS JR. CLERK		SULLIVAN, SEAN
FINANCIAL ANALYST		CASSESSO, DOROTHY
SR. CRIME ANALYST		WILLIS, MEREDITH
CRIME ANALYST		BARONE, MICHAEL
VICTIM WITNESS ADVOCATE		DIPAULO, MAUREEN
RECORDS CLERK		COOK, LORI
RECORDS CLERK-PART TIME		MERCADO, BETSY
COHR DIRECTOR		CONTENTE, PATRICIA
CLINICAL COORDINATOR		DELAFANO, CHERYL
(NEW) JAIL DIVERSION CLINICIAN		VACANT
(NEW) JAIL DIVERSION CLINICIAN		VACANT
SR. CLERK-SUBSTATION		GUARDADO, DIANA
SR. CLERK-SUBSTATION		ROMANO, PATRICIA
ADMIN ASST		D'ANGELI, DIANE
SR. CLERK		VACANT
DETAIL SUPERVISOR		ROCHE, ELIZABETH
DETAIL CLERK		CARANFA, JENNIFER

E-911 & Animal Control Position Listing

Position	Name
E-911 OPERATOR	CORNELIO, CHRISTINE
E-911 OPERATOR	DEFranzo, ROBYN
E-911 OPERATOR	DESOUSA, SUSAN
E-911 OPERATOR	HARTSGROVE, CARA
E-911 OPERATOR	HICKEY, JOHN
E-911 OPERATOR	KIELY, JULIE
E-911 OPERATOR	LENNON, SCOTT
E-911 OPERATOR	MAHONEY, JEANNE
E-911 OPERATOR	MCKENNA, JOAN
E-911 OPERATOR	MEDEIROS, THERESA
E-911 OPERATOR	MOBILIA-DOWLING, JANEEN
E-911 OPERATOR	RIVERA, BETSY
E-911 OPERATOR	VALLERY, KRISTINE
E-911 OPERATOR	WARD, KENNETH

Position	Name
ANIMAL CONTROL OFFICER	HALEY LAMONICA
ANIMAL CONTROL OFFICER	RACHEL TAYLOR



Fire Position Listing

RANK	NAME
DEPUTY CHIEF	ANZALONE, MICHAEL
DEPUTY CHIEF	AVERY, MICHAEL
DEPUTY CHIEF	HALLINAN, WILLIAM
DEPUTY CHIEF	LAMPLEY, VINCENT
DEPUTY CHIEF	MCCARTHY, ROBERT
DEPUTY CHIEF	TIERNEY, SEAN
DISTRICT CHIEF	LEE, FRANK J
DISTRICT CHIEF	MAURAS, STEVEN
DISTRICT CHIEF	SILVA, KENNETH
DISTRICT CHIEF	WALL, MATTHEW
CAPTAIN	ARDOLINO, MARC
CAPTAIN	BAKEY, TIMOTHY
CAPTAIN	BONNER, JUSTIN
CAPTAIN	FRENCH, GREGORY
CAPTAIN	GORMAN, THOMAS
CAPTAIN	HALLORAN, PATRICK
CAPTAIN	KEANE, SEAN
CAPTAIN	KHOURY, MICHAEL
CAPTAIN	MATTHEWS, MARK
CAPTAIN	NOLAN, DEREK
CAPTAIN	STILTNER, DAVID
CAPTAIN	SULLIVAN, DENNIS
LIEUTENANT	ALCARAZ, BLANCA
LIEUTENANT	BELLINI, THOMAS
LIEUTENANT	BELSKI, STEPHEN
LIEUTENANT	CICOLINI, ANTONIO
LIEUTENANT	COLBERT, JOHN
LIEUTENANT	COSTA, DANIEL
LIEUTENANT	DIPALMA, DANIEL R
LIEUTENANT	DONOVAN, TIMOTHY
LIEUTENANT	FLYNN, TIMOTHY
LIEUTENANT	FRENCH, PAUL
LIEUTENANT	GURALNICK ANDREW
LIEUTENANT	HAMILTON, BARRY
LIEUTENANT	HOUGHTON, CHARLES
LIEUTENANT	KEANE, PATRICK
LIEUTENANT	VACANT
LIEUTENANT	LIPPENS, KENNETH
LIEUTENANT	MACMULLIN, BRIAN
LIEUTENANT	MARINO, MICHAEL
LIEUTENANT	MCKENZIE, JAY
LIEUTENANT	MOREIRA, PAUL
LIEUTENANT	NOONAN, BRENDAN
LIEUTENANT	O'HEARN, DANIELLE
LIEUTENANT	OTTING, FRANCIS
LIEUTENANT	PAPETTI, JOSEPH
LIEUTENANT	PATRIQUIN, ANDREW
LIEUTENANT	PIWINSKI, JAMES M
LIEUTENANT	RICHARDSON, CHARLES D.
LIEUTENANT	SAULNIER, ERIC

LIEUTENANT	TEIXEIRA, GARY
LIEUTENANT	TIERNEY, THOMAS
FIREFIGHTER	AMADO, LYSANDER
FIREFIGHTER	BARRY, PATRICK
FIREFIGHTER	BLAKE, JOHN
FIREFIGHTER	BUSI, RAYMOND
FIREFIGHTER	CAFFERKY, STEPHEN
FIREFIGHTER	CARROLL, CHRISTOPHER
FIREFIGHTER	CASEY, PATRICK
FIREFIGHTER	CLARK, CHRISTOPHER
FIREFIGHTER	CLARK, JAMES
FIREFIGHTER	COLBERT, CONNOR
FIREFIGHTER	COLLINS, ERIC
FIREFIGHTER	CONWAY, CHARLES
FIREFIGHTER	COPPOLA, THOMAS
FIREFIGHTER	COSTA, WILLIAM
FIREFIGHTER	CURTIS, MICHAEL
FIREFIGHTER	DAVIS, JULIAN
FIREFIGHTER	DOMINIQUE, MELVIN
FIREFIGHTER	DONEGAN, DANIEL
FIREFIGHTER	DORANT, JASON
FIREFIGHTER	DRES, JOHN
FIREFIGHTER	DRISCOLL, JOHN
FIREFIGHTER	EPPS, RYAN
FIREFIGHTER	FARINO, DAVID
FIREFIGHTER	FINNEGAN, MICHAEL
FIREFIGHTER	FITZGERALD, JOHN C.
FIREFIGHTER	FLORES, RAFAEL
FIREFIGHTER	GALVIN, CHRISTOPHER
FIREFIGHTER	GALVIN, ROBERT
FIREFIGHTER	GARCIA, VIRILIO
FIREFIGHTER	GUELPA, CHRISTINE
FIREFIGHTER	GULLAGE, JOHN
FIREFIGHTER	HALLORAN, NICHOLAS
FIREFIGHTER	HAMPTON, RONALD
FIREFIGHTER	HENRY, DOUGLAS
FIREFIGHTER	HIGGINS, DANIEL
FIREFIGHTER	HODNETT, ROBERT
FIREFIGHTER	HUGHES, BRENDAN
FIREFIGHTER	JEFFERSON, MICHAEL
FIREFIGHTER	JOHNSON, EARL
FIREFIGHTER	KANE, MATTHEW
FIREFIGHTER	KELLEY, THOMAS F
FIREFIGHTER	KENNEY, JASON
FIREFIGHTER	KILDUFF, MICHAEL
FIREFIGHTER	KIRYLO, MATTHEW
FIREFIGHTER	LAUDANO, JOSEPH
FIREFIGHTER	LAYTON, KENNETH
FIREFIGHTER	LAYTON, RYAN
FIREFIGHTER	LAYTON, SEAN
FIREFIGHTER	LYNCH, SEAMUS
FIREFIGHTER	LYONS, SHAUN
FIREFIGHTER	MARQUIS, SEAN

FIREFIGHTER	MARTINI, TROY
FIREFIGHTER	MASSIAH, HALLAM
FIREFIGHTER	MATTERA, MICHAEL
FIREFIGHTER	MCCANN, JOSHUA
FIREFIGHTER	McINNIS, KEITH
FIREFIGHTER	MCKENZIE, TIMOTHY
FIREFIGHTER	MEDEIROS, THOMAS
FIREFIGHTER	MOYNIHAN, DENNIS
FIREFIGHTER	MUCCI, JOHN
FIREFIGHTER	NELSON, CARL
FIREFIGHTER	O'CONNOR, JOHN
FIREFIGHTER	O'DONNELL, DANIEL
FIREFIGHTER	O'HEARN, TIMOTHY
FIREFIGHTER	OLIVER, RANDY
FIREFIGHTER	PAINTER, MELISSA
FIREFIGHTER	PANTANELLA, DAVID
FIREFIGHTER	PEREZ, ROGER
FIREFIGHTER	PIWINSKI, JAMES P.
FIREFIGHTER	POPKEN, KARL
FIREFIGHTER	POWERS, MICHAEL
FIREFIGHTER	QUERUSIO, JEFFERY
FIREFIGHTER	ROCHE, DANIEL
FIREFIGHTER	ROSS, THOMAS
FIREFIGHTER	RUF, JASON
FIREFIGHTER	SAPORITO, TOMMASO
FIREFIGHTER	SAULNIER, SHAYNE
FIREFIGHTER	SAULNIER, TROY
FIREFIGHTER	SULLIVAN, MATTHEW
FIREFIGHTER	TAYLOR, BRITTANY
FIREFIGHTER	THEOPHILE, CHRIST
FIREFIGHTER	TKACZUK, ANDREW
FIREFIGHTER	VELNEY, JOCEYLN
FIREFIGHTER	VIVEIROS, FERNANDO
FIREFIGHTER	WALL, MARK
FIREFIGHTER	WALLACE, JOSHUA
FIREFIGHTER	WHELAN, ROBERT
FIREFIGHTER	WILLIAMS, KEVIN
FIREFIGHTER	ATWATER, MARK
FIREFIGHTER	AVERY, ZACHARY
FIREFIGHTER	NUTILE, JOSEPH
FIREFIGHTER	SCULLARI, MARK
FIREFIGHTER	ARTINIAN, ALEX
FIREFIGHTER	LANGTON, BRIAN
FIREFIGHTER	TIRRELL, CHRISTOPHER
FIREFIGHTER	VACANT
FIREFIGHTER	VACANT
FIREFIGHTER	VACANT

RANK	NAME
CHIEF ENGINEER	BREEN JR., CHARLES
ASSISTANT CHIEF ENG.	MAJOR, CHRISTOPHER
APPARATUS SUPER.	DICKIE, PAUL
SUPPORT SERV. TECH.	FORTE, MICHAEL



ADMINISTRATIVE ASST.	BELABDI, ALI
SENIOR CLERK	ERQUIZA, DOREEN
ANALYST	VACANT
DIRECTOR F&A	VACANT

Personnel Table - Year-to-Year Comparison

Dept./Division Name	FY22 Positions	FY23 Positions	FY24 Positions
Auditing	12	12	15
Board of Aldermen	11	11	11
Board of Assessors	11	11	10
Board of Health	22	26	31
City Clerk	11	13	13
Clerk of Committees	3	3	3
Communications	8	10	12
DPW - Administration	9	9	11
DPW - Buildings + Grounds	21	23	24
DPW - Electrical	4	4	4
DPW - Engineering	12	12	12
DPW - Grounds	20	20	19
DPW - Highway	35	39	39
DPW - School Custodians	40	41	42
Elections	7	8	8
Emergency Management			2
Exec. Adm. - Arts Council	6	7	8
Exec. Adm. - Capital Projects	6	7	8
Exec. Adm. - Constituent Services	12	18	17
Exec. Adm. - Council on Aging	6	7	9
Exec. Adm. - IAM	6	6	7
Exec. Adm. - OSE	5	7	8
Exec. Adm. - RSJ	6	10	10
Exec. Adm. - SomerPromise	6	6	7
Exec. Adm. - SomerStat	3	5	6
Executive Administration	5	8	14
Grants Development	2	3	5
Human Resources	15	17	17
Information Technology	12	14	15
ISD	35	38	37
Law	11	11	9
Libraries	37	37	37
Licensing Commission	3	3	3
OSPCD - Administration	10	10	11
OSPCD - Economic Development	8	10	9
OSPCD - Housing	23	24	24
OSPCD - Housing Stability	8	10	12
OSPCD - Mobility	8	8	8
OSPCD - Planning & Zoning	27	27	27
OSPCD - PSUF	7	7	7
Parks & Recreation	12	13	14
Procurement & Contracting Services	7	8	8
Recreation - Fields	4	4	4
Redevelopment Authority	6	6	6
Sewer	33	34	30
SOIA	24	25	26
Traffic and Parking	50	52	53
Treasurer/Collector	11	11	10



Veteran's Benefits	2	3	3
Water	36	36	34
Workers' Compensation	1	1	1
Grand Total	679	735	760

Financial Policies

Attached below are the City of Somerville's financial policies.



Basis of Accounting & Budgeting

Basis of Accounting

The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds, and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, that is, when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period, or soon enough thereafter to be used to pay liabilities of the current period. The City considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due.

The accrual basis of accounting is utilized by non-expendable trust funds. Under this basis of accounting, revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred.

Basis of Budgeting

The City's General Fund annual budget is adopted on a statutory basis that differs in some respects from generally accepted accounting principles (GAAP). The major differences between the budget basis and GAAP basis of accounting are that:

1. Budgeted revenues are recorded when cash is received, except for real estate and personal property revenues, which are recorded as revenue when levied (budget), as opposed to when susceptible to accrual (GAAP).
2. Encumbrances are treated as expenditures in the year the commitment is made. Also, certain appropriations, known as special articles, do not lapse, and are treated as budgetary expenditures in the year they are authorized.

FY24 Budget Calendar

Information sharing
Division due dates
City Council involvement
Completion

FY24 Budget Calendar

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1/25: Budget Kickoff w/ DHs

February						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

2/10: Revenue estimates due

2/17: Level-Service PS costs shared

March						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3/3: Level-Service Budgets due

3/24: PIRs due in ClearGov

3/29: CC aligned priorities shared w/ Mayor's Office

April						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

T-Th 12-3:30: Meetings w/ DH & Mayor's Office

May						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5/15: PIR Decisions

communicated to DHs

5/22: Budget Book webpage due

5/26: Budget Book Published

June						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Tentative Budget Hearings

6/22: FY24 Budget approval



Budget Process and Schedule

The budget is developed using projected assumptions of available revenue. The budget is based on a budget ceiling or levy limit of revenue derived from local property taxes in accordance with Proposition 2½. Added to these revenues are projections for state aid; miscellaneous revenues, such as fees, permits, and interest earned; and available funds, such as free cash and special revenues. This levy limit may be increased if an override is approved by a majority of voters at the polls.

While the projection of available revenues creates a budget ceiling for the City, an expenditure floor is created by calculating certain fixed or semi-fixed costs such as debt payments, employee benefits, and various assessments. These costs, subtracted from projected revenues, leave remaining funds available for discretionary spending, such as education, public safety, infrastructure maintenance, and community services.

For the past several fiscal years, departments have been instructed to provide budget requests that level fund or reduce non-personnel-related line items. These requests were adjusted further to meet revenue estimates while avoiding major service or personnel reductions.

Beginning in January each year, the Finance Department reviews the previous six months of revenue collections and expenditures. With the release of the Governor's proposed budget in late January, the Finance Department develops an estimated revenue projection for the next fiscal year. In mid-February, the Finance Department distributes budget request forms to each department. These forms require detailed information regarding personnel costs and ordinary maintenance escalations as well as justification for additional personnel or new service programs. Additionally, each revenue-generating department is required to project future revenue with supporting justification. If budget cuts appear necessary, departments to provide different budget reduction scenarios and detail their effects on delivery of services. These forms are due back to the Finance Department in early March.

After each department's budget requests have been received, the Finance Department meets with staff as necessary to further refine requests to reach a balanced budget. These meetings continue through April. Also, during this time, departments work with SomerStat to complete department goals, objectives and performance measures for the coming year.

The Mayor's Office, in coordination with the Finance Department, prioritizes expenditures and develops a balanced budget by mid-May. During this period of budget development, Mayor's staff meet with departments in order to discuss their progress on current year goals and to finalize a budget that supports priorities as defined by the Mayor, City Council, strategic plans such as SomerVision, and constituents. In April, the City hosts a **Budget 101 Workshop** [🔗](#) about the City's annual budget process. Participants learn about the budget, its creation, and how residents can keep up-to-date with the process.

The Mayor submits a proposed budget to the City Council the first week of June. After a public hearing, the City Council approves a budget by June 30th. The graphic above provides a visual representation of the budget process.

Supplemental appropriations to the adopted budget may be made with the submission by the Mayor and the City Council's approval until the City files the Tax Rate Recapitulation Sheet with the Massachusetts Department of Revenue. The Tax Rate Recapitulation Sheet reflects the total revenues a community must raise through taxation and other sources to fund local appropriations. The recapitulation sheet is submitted to the state DOR by the Board of Assessors, and upon its approval, the community may issue its property tax bills.

Interdepartmental transfers of funds between city departments may be made with the approval of the Mayor and the City Council at any point throughout the fiscal year.

Fund Descriptions

Governmental Fund Descriptions

Most City functions are financed through what are called governmental funds. There are four types of governmental funds maintained by the City: the General Fund, Enterprise Funds, Special Revenue Funds, and Stabilization Funds. The City Council appropriates the General Fund and Enterprise Funds.

General Fund: The General Fund is the major operating fund of the City government, and it accounts for the vast majority of City operations. The General Fund is supported by revenues from real estate and personal property taxes, state and federal aid, excise taxes, investment income, fines and forfeitures, and fees and charges. Most of the City's departments, including the schools, are supported in whole or in part by the General Fund.

The American Rescue Plan Act (ARPA) Fund: The ARPA fund is used to account for the funds received through the Coronavirus State and Local Fiscal Recovery Fund established under the ARPA, and the related expenditures.

Enterprise Funds: The City maintains four Enterprise Funds: one for Sewer, one for Water, one for the Ginny Smithers Pool at the Kennedy School, and one for the Dilboy Athletic Complex. An enterprise operation is a business-type activity supported primarily by charges for services received. Funds raised from charges are dedicated to the specific purpose of the enterprise operation, and cannot be diverted to other unrelated uses. The concept of an enterprise operation also includes the maintenance of the capital facilities of the business. That is, fees for services are charged to recover not only the operating costs of the activity but also the "using up" (depreciation) of the capital investments supporting the service.

Budget and financial reports for enterprise operations utilize terms and concepts that differ significantly from those utilized for General Fund tax-supported reports that are the routine focus of public attention. The purpose of enterprise financial reporting is to measure with reasonable accuracy and consistency the net income derived from operations, and then to measure the availability and use of capital acquisition and construction financing. The presentation of the enterprise budgets utilizes budgetary terms and concepts, and the reporting structure found in the audited financial statements for the same enterprise funds. As such, the key measures are Net Income and Capital Resource Availability.

Special Revenue Funds: The City maintains several Special Revenue Funds, which are used to account for those types of revenues that are legally restricted to being spent for a specific purpose (except expendable trusts, or major capital projects). These revenues must be accounted for separately from the General Fund for a variety of reasons, and do not necessarily follow the same fiscal year as the General Fund. Special Revenue Funds include the following types of funds:

Revolving Funds: Revolving Funds allow the City to raise revenues from a specific service, and use those revenues to support the service without appropriation. Revolving Funds are established by statute or bylaw, and may require re-authorization each year by the City Council. The City maintains a number of Revolving Funds, such as the PEG Access and Recreation Revolving Funds.

1. Receipts Reserved for Appropriation: These receipts are special revenues that are restricted to a specific use, but also require appropriation by the Board of Aldermen, such as insurance settlement monies and the proceeds from the sale of City property.
2. School Grants: These grants account for several specially-financed education programs under grants received from the federal or state governments, including professional development, SPED early childhood development, drug-free school programs, and certain capital improvements.
3. Other Intergovernmental Funds: These funds account for several grants or monies received by the City from the federal or state governments, including a variety of community policing grants, Chapter 90 highway monies, state election grants, state library aid, and various Council on Aging programs, such as "meals-on-wheels."
4. Other Special Revenue Funds: These funds account for miscellaneous special revenues often involving private donations for a specific purpose, such as departmental gifts for police and fire, various Council on Aging programs, and Planning Board gifts from developers for infrastructure improvements related to proposed projects.

Stabilization Funds: The City has a total of 30 Stabilization Funds including the Capital Stabilization Fund, Rainy Day Stabilization Fund and the Health Claims Trust Fund. The Capital Stabilization Fund is used to fund the City's pay-as-you-go capital projects. The Rainy Day Stabilization Fund is used to offset potential cuts in services or increases in taxes when projected revenues do not meet projected demands. In 2017 City created the Green Line Stabilization Fund to mitigate the debt service cost. The projected debt associated with the green line project is \$50M. The balance of all stabilization funds held by the City was \$64,905,242 as of June 30, 2021.



Fiduciary Funds: Fiduciary Funds are used to account for assets held by the City in a trustee capacity, or as an agent for individuals, private organizations, and other governmental units. Fiduciary Funds include expendable trusts, non-expendable trusts, and agency funds.

Expendable Trusts: Expendable Trusts are used to account for monies received by the City in a trustee capacity where both the principal and the earnings of the fund may be expended.

Non-expendable Trusts: These trusts are used to account for trusts where the principal must remain intact (that is, cannot be expended). Generally income earned on the non-expendable trust principal may be expended in accordance with the conditions of the trust.

Agency Funds: Agency Funds are used to account for funds that are custodial in nature, and do not involve the measurement of operations, such as the fund for the City's deferred compensation plan.

Fund Balances

The City's audited financial statements are prepared annually by an outside auditor. The Annual Comprehensive Financial Report is available in its entirety online and displays year-end financials reported in a manner consistent with generally accepted accounting principles. These reporting methods differ from the descriptions in the above sections for that reason.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources except those that are required to be accounted for in another fund.

The *strategic planning and community development fund* is used to account for grant activities of the Office of Strategic Planning & Community Development.

The *capital projects fund* is used to account for activities associated with constructing and acquiring assets for both general city-wide and school construction projects.

The *nonmajor governmental funds* consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the nonmajor governmental funds column on the governmental funds financial statements.

The table below illustrates changes in fund balances during FY22:

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2022

	General	Strategic Planning & Community Development	ARPA Fund	Capital Projects Fund	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:						
Real estate and personal property taxes, net of tax refunds.....	\$ 198,544,652	\$ -	\$ -	\$ -	\$ -	\$ 198,544,652
Tax liens.....	512,067	-	-	-	-	512,067
Motor vehicle and other excise taxes.....	10,565,990	-	-	-	-	10,565,990
Penalties and interest on taxes.....	980,761	-	-	-	-	980,761
Payments in lieu of taxes.....	1,622,603	-	-	-	-	1,622,603
Intergovernmental - Teachers Retirement.....	12,654,025	-	-	-	-	12,654,025
Intergovernmental.....	51,218,779	1,942,823	997,014	10,362,104	27,167,638	91,688,358
Departmental and other.....	44,013,694	-	-	-	14,656,766	58,670,460
Community preservation taxes.....	-	-	-	-	2,597,943	2,597,943
Community preservation state match.....	-	-	-	-	1,038,656	1,038,656
Contributions and donations.....	2,321,432	25,736	-	-	990,453	3,337,621
Investment income.....	500,694	2,871	168,604	-	44,243	716,412
Miscellaneous.....	973,433	-	-	258,029	762	1,232,224
TOTAL REVENUES.....	323,908,130	1,971,430	1,165,618	10,620,133	46,496,461	384,161,772
EXPENDITURES:						
Current:						
General government.....	31,278,736	-	997,014	19,119,825	5,631,882	57,027,457
Public safety.....	44,770,903	-	-	-	6,714,938	51,485,841
Education.....	84,633,351	-	-	29,108,063	18,985,282	132,726,696
Public works.....	29,746,535	-	-	7,413,884	2,036,398	39,196,817
Community development.....	-	4,062,741	-	-	209,384	4,272,125
Health and human services.....	124,071	-	-	-	1,388,208	1,512,279
Culture and recreation.....	4,321,634	-	-	-	522,908	4,844,542
Community preservation.....	-	-	-	-	1,517,068	1,517,068
Pension benefits.....	15,449,632	-	-	-	-	15,449,632
Pension benefits - Teachers Retirement.....	12,654,025	-	-	-	-	12,654,025
Employee benefits.....	32,285,964	-	-	-	-	32,285,964
State and county charges.....	14,228,726	-	-	-	-	14,228,726
Debt service:						
Principal.....	9,378,511	-	-	-	180,000	9,558,511
Interest.....	9,862,716	-	-	-	264,894	10,127,610
TOTAL EXPENDITURES.....	288,734,804	4,062,741	997,014	55,641,772	37,450,962	386,887,293
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	35,173,326	(2,091,311)	168,604	(45,021,639)	9,045,499	(2,725,521)
OTHER FINANCING SOURCES (USES):						
Issuance of bonds.....	-	-	-	28,668,138	-	28,668,138
Premium from issuance of bonds.....	-	-	-	1,516,905	1,396,673	2,913,578
Capital purchase financing.....	600,298	-	-	-	-	600,298
Proceeds from the sale of assets.....	8,412	-	-	-	110,000	118,412
Transfers in.....	2,163,868	139,096	-	29,336,673	-	31,639,637
Transfers out.....	(22,405,368)	-	-	-	(12,945,138)	(35,350,506)
TOTAL OTHER FINANCING SOURCES (USES).....	(19,632,790)	139,096	-	59,521,716	(11,438,465)	28,589,557
NET CHANGE IN FUND BALANCES.....	15,540,536	(1,952,215)	168,604	14,500,077	(2,392,966)	25,864,036
FUND BALANCES AT BEGINNING OF YEAR.....	89,329,893	19,071,964	12,848	(9,210,126)	56,856,785	156,061,364
FUND BALANCES AT END OF YEAR.....	\$ 104,870,429	\$ 17,119,749	\$ 181,452	\$ 5,289,951	\$ 54,463,819	\$ 181,925,400



Additional Funds

In addition, the following major proprietary funds are reported:

The **Water Enterprise Fund** is used to account for the financial activity as a result of the ongoing operations within the water department.

The **Sewer Enterprise Fund** is used to account for the financial activity as a result of the ongoing operations within the sewer department.

The **Kennedy Pool Enterprise Fund** is used to account for the financial activity as a result of the ongoing operation of the Ginny Smithers Pool at the Kennedy School.

The **Dilboy Field Enterprise Fund** is used to account for the financial activity as a result of the ongoing operations of the Dilboy Stadium.

PROPRIETARY FUNDS STATEMENT OF NET POSITION JUNE 30, 2022							
	Business-type Activities - Enterprise Funds						Governmental Activities - Internal Service Fund
	Water	Sewer	Veterans Memorial Ice Rink	Dilboy Stadium	Kennedy School Pool	Total	
ASSETS							
CURRENT:							
Cash and cash equivalents.....	\$ 11,586,505	\$ 25,335,885	\$ 553,562	\$ 113,478	\$ 486,780	\$ 38,076,210	\$ 32,103
Receivables, net of allowance for uncollectibles:							
User charges.....	4,863,535	9,125,035	-	-	-	13,988,570	-
Total current assets.....	16,450,040	34,460,920	553,562	113,478	486,780	52,064,780	32,103
NONCURRENT:							
Capital assets, nondepreciable.....	7,016,641	29,962,697	-	-	-	36,979,338	-
Capital assets, net of accumulated depreciation.....	46,079,366	47,302,753	2,619,902	-	-	96,002,021	-
Total noncurrent assets.....	53,096,007	77,265,450	2,619,902	-	-	132,981,359	-
TOTAL ASSETS.....	69,546,047	111,726,370	3,173,464	113,478	486,780	185,046,139	32,103
DEFERRED OUTFLOWS OF RESOURCES							
Deferred outflows related to pensions.....	230,616	377,556	-	-	-	608,172	-
Deferred outflows related to other postemployment benefits.....	85	24	-	-	-	109	-
TOTAL DEFERRED OUTFLOWS OF RESOURCES.....	230,701	377,580	-	-	-	608,281	-
LIABILITIES							
CURRENT:							
Warrants payable.....	292,742	1,214,823	-	-	-	1,507,565	-
Accrued payroll.....	39,557	36,357	-	2,850	8,269	87,033	11,358
Accrued interest.....	23,095	69,615	6,497	-	-	99,207	-
Compensated absences.....	100	700	-	-	-	800	-
Workers' compensation.....	-	-	-	-	-	-	292,000
Notes payable.....	4,773,749	32,411,081	-	-	-	37,184,830	-
Long-term debt.....	1,298,045	656,329	200,000	-	-	2,154,374	-
Total current liabilities.....	6,427,288	34,388,905	206,497	2,850	8,269	41,033,809	303,358
NONCURRENT:							
Compensated absences.....	19,500	64,100	-	-	-	83,600	-
Workers' compensation.....	-	-	-	-	-	-	876,000
Net pension liability.....	532,905	672,451	-	-	-	1,405,356	-
Net other postemployment benefits liability.....	621,011	175,738	-	-	-	796,749	-
Long-term debt.....	15,086,850	14,346,064	900,000	-	-	30,332,914	-
Total noncurrent liabilities.....	16,260,266	15,458,353	900,000	-	-	32,618,619	876,000
TOTAL LIABILITIES.....	22,687,554	49,847,258	1,106,497	2,850	8,269	73,652,428	1,179,358
DEFERRED INFLOWS OF RESOURCES							
Deferred inflows related to pensions.....	561,561	919,364	-	-	-	1,480,925	-
Deferred inflows related to other postemployment benefits.....	2,878,349	197,760	-	-	-	3,076,109	-
TOTAL DEFERRED INFLOWS OF RESOURCES.....	3,439,910	1,117,124	-	-	-	4,557,034	-
NET POSITION							
Net investment in capital assets.....	40,615,878	47,205,306	1,519,902	-	-	89,341,086	-
Unrestricted.....	3,033,406	13,934,262	547,065	110,628	478,511	18,103,872	(1,147,255)
TOTAL NET POSITION.....	\$ 43,649,284	\$ 61,139,568	\$ 2,066,967	\$ 110,628	\$ 478,511	\$ 107,444,958	\$ (1,147,255)

